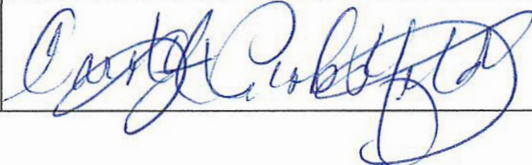


# PROCEDURE

<b>Subject</b>	Personnel Records for All Employees	<b>Number:</b> 2.36.01
<b>Source</b>	Human Resources	<b>Reference (Rule#)</b> 6HX14-2.36
<b>President's Approval/Date:</b>	 9/6/23	

## PURPOSE:

To set forth the guidelines for establishing and maintaining personnel records in accordance with State Board of Education Administrative Rules and established federal and state statutes.

## PROCEDURE:

- A. Personnel records will be maintained with limited access to ensure security and confidentiality.
- B. College employees are required to complete all necessary personnel record forms in accordance with applicable Federal and State law. Employment start date and/or continued employment is contingent upon such required records being on file in the College's secure electronic document management system, unless otherwise noted.

Required employment records will consist of a minimum of the following:

- A notarized loyalty oath as prescribed by Florida statutes.
- A completed Federal W-4 form is maintained in the payroll department.
- A completed employment application, where applicable.
- Official transcripts and/or other evidences of knowledge in subject area, where applicable.
- A complete Department of Homeland Security US Citizen and Immigration Services I-9 form.
- Other documentation required by law or College policy, e.g. Drug Free Work Place Act; Conflict of Interest disclosure; and Workers Compensation deemed appropriate for the category of hire, e.g. faculty, career employee, administrator.

NOTE: All medical records and background screening records will be maintained in separate electronic files with limited access to ensure security and confidentiality.

Non-Credit Instructors - When a non-credit adjunct instructor is engaged, the following records requirements are applicable:

1. A notarized loyalty oath.
2. A completed Federal W-4 form is maintained in the payroll department.
3. A completed employment application, where applicable.
4. Evidence of knowledge in the subject area.
5. A completed Department of Homeland Security US Citizen and Immigration Services I-9 form.
6. Other documentation deemed appropriate.

C. Student Assistants - Required employment records for students employed by the College will consist of a minimum of the following:

- A Student Contract
- A notarized loyalty oath
- A completed Federal W-4 form is maintained in the payroll department.
- A completed Department of Homeland Security US Citizen and Immigration Services I-9 form.

Student employment records shall be completed and maintained by the Student Employment Office.

D. Employment Eligibility Verification (I-9)

All individuals hired by the College must complete a Form I-9, Employment Eligibility Verification within three (3) business days of their hire date. An individual hired for less than three (3) business days must complete the I-9 at the time of hire but not later than the date the individual begins work.

Individuals must present, in person, original documentation that establishes identity and employment eligibility. (Acceptable documentation is listed on the last page of the I-9 form).

New employees, other than students hired through Student Employment, are to personally appear with appropriate documentation at the Office of Human Resources to complete the I-9. Prior arrangements must be approved by the Office of Human Resources to have the I-9 completed at a different location.

Students hired through Student Employment are to personally appear with appropriate documentation at the designated Student Employment Office to complete the I-9.

The Office of Human Resources is responsible for maintaining completed 1-9 forms except for those maintained by the Student Employment Office.

E. Access to Personnel Records

Regarding release of and limited access to employee personnel records:

- Public Records - Employee records are considered public records and may be inspected at pre-determined locations during normal work hours, under the conditions prescribed below. Copying fees and labor costs may be charged.
- Limited Access - Certain personnel records may be deemed limited access and the College will comply with applicable rules and regulations concerning such records.