

POLICY

Number: 30-16
Title: Personnel Files
Original Approval Date:
Area Commission Review:
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Reference (Policy and/or Procedure)

SBTCE:

FDTC: Area Commission, Human Resource Services

Other:

Policy Description

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

It is the policy of the State Board for Technical and Comprehensive Education that Florence-Darlington Technical College shall establish and maintain all records required by the South Carolina Department of Administration's Division of State Human Resources regulations concerning human resource programs.

EMPLOYEE RECORDS

- A. FDTC shall establish and maintain official human resources files (electronic and/or paper version) for each employee, which will include, but not necessarily be limited to, the following:

1. The employment application;
 2. All human resources actions reflecting the employee's work history with the agency;
 3. Documentation directly related to the employee's work record; and
 4. All performance evaluations.
- B. An employee's official human resources file shall be available for the employee's review upon request in the presence of a Human Resource representative.
- C. Supervisors may inspect all matters relating to the employee's work record in the presence of a Human Resource representative.
- D. Personnel files will be retained in compliance with the provisions outlined in the Records Retention Schedule provided by the South Carolina Department of Archives and History or designated by the agency and in accordance with other state and federal laws.
- E. All information, forms, reports, background checks, official transcripts, certificates, licenses, verifications of previous work experience, and other documentation in support of applications that result in employment and any subsequent change in employment status must be preserved on file.
- F. Copies of the individual's application, resume, and salary worksheets will be furnished to the System Office Human Resource Services as requested for delegation audit purposes. Individual personnel files are subject to selective or general audit from time to time by the Executive Director/System President or their designee.
- G. The Human Resource Office is required to maintain certain employee information in separate files, including, but not limited to, I-9s, insurance/benefit/health-related information, FMLA documentation, Worker's Compensation records, and certain employee relations files. Requests for personal information from other than the employee or supervisor(s) are subject to the Freedom of Information Act, the Family Privacy Act of

2002, and any corresponding amendments. Such requests for information must be made in writing. (See SBTCE Policy 8-0-107 Freedom of Information)