

Access to Employee Personnel File Policy

RVC Administrative Procedure (3:10.030)

Procedure

Employee personnel records are maintained by the human resources department. For purposes of this policy and as required by law, the personnel file does not include any medical records or investigation files. Depending upon the circumstances, employees may be provided access to records pertaining to internal investigations, with appropriate redactions to protect the rights of others.

The personnel file does include records related to performance and training, as well as other records used for hiring, promotion, and disciplinary decisions. Employees, or their representatives, may request the following:

- Access to view their personnel file – Human resources will schedule an appointment within three working days to view the file during normal office hours.
- Copies of documents in their personnel file – After the copies have been prepared, the employee will need to come into the HR office to pick up the requested documents, or the documents may be delivered upon further approval.

To view or request copies of documents in your personnel file, the request must be submitted in writing (letter, email, or other form of written correspondence) to the HR Executive Assistant. Employees are not permitted to remove any documents from the human resources office or personnel file. The employee may provide further information or responses to any document, which will be attached to the original document in the personnel file.

Collective Bargaining Agreements

This procedure will be administered in accordance with applicable provisions of the College's collective bargaining agreements.

Reference/Implemented: BR 6478 (November 27, 2007); AR 314 (April 8, 2014); BR 8031 (April 25, 2023)

Revised: November 26, 2025