

Employee Information & Personnel Files

FT_BO_HR_45

Responsible Officer

Wes Scruggs

Responsible Office

Business Office

Approving Body

Board of Trustees

Approval Date

2019-09

Re-evaluation Date

2021

Policy Statement

The Business Office maintains confidential employee information and personnel files.

Policy Procedures

*Faculty files are also housed in the Office of the Provost (e.g. resume, vita, etc.).