

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.).