

**DENMARK TECHNICAL COLLEGE
STATEMENT OF POLICY**



DTC POLICY NUMBER: 6-1-004

REF. STATE BOARD POLICY: NA

PAGE: Page 1 of 1

POLICY TITLE: Personnel Files

**LEGAL AUTHORITY: Area Commission Chapter 59-53-20 of the Code of Laws of South
Carolina 1976**

DIVISION OF RESPONSIBILITY: Personnel/Fiscal Affairs

<small>x</small>		Fall 1995
NEW POLICY	REVISED POLICY	DATE APPROVED BY COMMISSION

PRESIDENT	DATE	CHAIRPERSON	DATE
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POLICY STATEMENT:

Employees or their line supervisors may inspect their personnel file on request. All matters relating to the performance of their duties, promotion, and retention shall be available for examination except those related to prior employment and supplied to the College on a confidential basis. Employees may add to their file any item which they feel is pertinent.

All information, forms, report, 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 at the College. Copies of the individual's application, resume, and/or compensation questionnaire must be furnished to the State Board of technical and Comprehensive Education Personnel Department. Individual personnel files are subject to selective or general audit from time to time by the President or designee.