



Human Resources Protocol: Confidentiality

General Information

All federal and state laws, contractual guidelines, and College policies and procedures are strictly followed to maintain confidentiality in all necessary operations within the Human Resources office.

Human Resources Records

Human Resources ensures all personnel information and other HR records remain secure and locked. HR records are stored in file cabinets within the HR office. Only the HR team has keys to access the file cabinets. The HR office always has a staff member or other designee in the office during business hours. In the event that no one is available to staff the HR office, the entrance to the HR office is locked.

All of the HR staff including our student employees are trained on processes and procedures for confidential records and information. Archived HR records are secured and in compliance with state retention schedules. The HR department follows all federal and state laws and contractual guidelines related to maintaining HR records.

Recruitment Process

Human Resources ensures that the recruitment process follows confidentiality procedures throughout the entire process. All recruitment documentation is maintained in NEOGOV and a recruitment file within the HR office. The Selection Committee online training assigned to all committee members discusses confidentiality and the committee members also receive multiple reminders throughout the recruitment process regarding the importance of confidentiality and their obligations.

Employee Privacy

Human Resources follows all federal and state laws, contractual guidelines, and College policies related to protecting employee privacy.

Employees have separate files sets: a personnel file and a benefits file that includes any medical information or documentation related to the employee. The benefit file is kept separately from the personnel files.

For sensitive issues and confidentiality, Human Resources follows laws, contractual guidelines, and College policies.