

College Personnel Series—3000

ACCESS TO PERSONNEL RECORDS

Chemeketa Community College employees shall have access to their personnel files in the Human Resources department.

Supervisors will have access to the personnel files of employees who are under their direct supervision.

The college president/chief executive officer or designee, legal counsel, and Human Resources employees acting in an official capacity shall have access to the personnel files for all current and former employees.

Other persons may have access to employees' personnel files subject to the provisions of Oregon Public Records Law.¹

July 17, 1985

Adopted College Board of Education

April 19, 2006; September 15, 2010; May 21, 2014; May 17, 2017; July 22, 2020

Revised College Board of Education

¹ ORS 192.410-192.505