

**ACCESS TO AND DISCLOSURE OF  
PERSONNEL FILES  
THE PEOPLE CENTER**

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**POLICY STATEMENT**

Each employee's official personnel file is maintained in the People Center. The Vice President, People & Technology is responsible for taking reasonable steps to insure the confidentiality of personnel files. Except under special circumstances approved by the Vice President, People & Technology, personnel files may not be removed from The People Center Office.

An employee is entitled to know what documents are in their official personnel file and to review them periodically. The only exception to this is a reference obtained in confidence from previous employers or supervisors. No employee may remove documents permanently from the personnel file, but may request to have single copies reproduced for personal use.

Each employee is responsible for keeping the personnel file current and reporting changes in personal information to the extent that such changes are relevant to employment and benefits administration, such as changes in an employee's name, address, telephone number, marital/civil union status, dependents, emergency contact information and educational courses or additional training completed.

Except for verification of dates of employment, no information concerning an employee will be released outside the College unless the College receives the employee's written consent; a valid subpoena; a court order; or some other appropriate documentation demonstrating that disclosure is required by law. Furthermore, except as the law may otherwise require, The People Center will not respond to requests from prospective employers or other third parties for information regarding past employees, unless the employee has signed a release authorization the People Center to provide requested information.

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**SECTION I            PURPOSE OF THE POLICY**

To provide guidelines regarding access to and dissemination of information contained in personnel files.

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**SECTION II            ELIGIBILITY PROVISION**

This policy applies to all employees of Champlain College.

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# CHAMPLAIN COLLEGE

## SECTION III POLICY ADHERENCE

The Vice President, People & Technology is the responsible official for this policy. Any exceptions to this policy must be approved by the Vice President, People & Technology.

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## SECTION V CONTACT

Questions related to the interpretation of this policy should be directed to the Vice President, People & Technology.

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*The People Center's policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on the People Center intranet site for the most current version. This policy does not constitute an employment contract.*

