




TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PERSONNEL FILES
HR - 610

Department Responsibility: Human Resources
Approved Date: November 17, 2020
Related Policies & Laws: [State Board Policy 8-0-106](#)


CHAIRMAN SIGNATURE


PRESIDENT SIGNATURE

It is State and Technical College of the Lowcountry policy that an employee and/or his/her supervisor may inspect his/her personnel file upon request.

An employee shall be permitted to add to his/her file any items which he/she believes are pertinent; however, no one may remove items from a personnel file.

An employee shall be in the presence of a Human Resources staff member when reviewing any personnel file.

All information, forms, reports, background checks, official transcripts, certificates, licenses, verifications of previous work experience, and other documentation in support of applications that result in employment, including any subsequent change in employment status, must be preserved on file at the college.

Individual personnel files are subject to selective or general audit from time to time by the State Board for Technical and Comprehensive Education or the President of the College or his/her designee.

The Technical College of the Lowcountry will follow the spirit, letter, and intent of the State Board for Technical and Comprehensive Education Policy 8-0-106 Personnel Files.

PROCEDURES: