

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 2152

**TITLE:** EMPLOYEE PERSONNEL FILES

**BASED ON POLICY:** 2.15 SAFEKEEPING, REPRODUCTION, AND  
DESTRUCTION OF RECORDS

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ADMINISTRATIVE  
SERVICES/HUMAN RESOURCES

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I. Purpose:

To provide guidelines for handling placement of certain documents in an employee's personnel file

II. Procedure:

- A. Documents evidencing disciplinary action, noting performance deficiencies, and/or policy/procedure violations must be presented to the employee for review and signature.
- B. Signature by the employee will indicate awareness that the document will be placed in the personnel file. A statement to that effect will precede the signature line.
- C. After review, the employee may refuse to sign the document. In this event, the review date, signatures of the witness(s) present, and a statement noting the employee refused to sign will be affixed to the document. Refusal by the employee to sign the document will not prevent its placement in his/her personnel file.
- D. A copy of the document will be provided to the employee.
- E. The employee will have the opportunity to respond in writing to any correspondence in the personnel file. Such written response will be placed in their personnel file.

**HISTORY: Last Revised: 4/27/20**

**Adopted:** 8/27/84

**Reviewed:** 12/15/04, 12/15/07

**Revised:** 12/04/01, 4/27/20