

PENSACOLA STATE COLLEGE
POLICIES OF THE DISTRICT BOARD OF TRUSTEES

Policy Title:	Personnel Records	<u>Number</u> 6Hx20-4.025
Legal Authority:	s. 1012.81, Fla. Stat.	<u>Page</u>
Law Implemented:	Rule 6A-14.047, F.A.C.	Page 1 of 1

Personnel records will contain information for efficient personnel administration to include, but not be limited to, dates of appointment, periods of employment, contract status, duties performed, records of level and documentation of factors used to calculate salary, retirement system records, and related information and documentation as determined necessary by the College.

Records about employee performance, investigations of employee misconduct, disciplinary proceedings, grievance proceedings brought by an employee for enforcement of a collective bargaining agreement or contract may be released only according to s. 1012.81, Florida Statutes.

Personnel records and limited access files shall be maintained by custodians designated by the Pensacola State College President

History:	Adopted 2/21/06.
President's Signature:	Date: