

5.7.1 Employee Personnel File

Last Revised: May 2023

Policy: Piedmont Community College (PCC) maintains employee personnel files in accordance with [Article 2A of Chapter 115D of the General Statutes of North Carolina](#).

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure compliance with the General Statutes of North Carolina regarding the content and maintenance of personnel records of current and former college employees.

Definitions

Personnel File—consists of any information gathered by PCC relating to a current or previous employee’s application, selection or non-selection, promotion, demotion, transfer, leave, salary, suspension, performance evaluation, disciplinary action, or termination of employment wherever located or in whatever form ([N.C.G.S. 115D-27](#)).

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

Procedure:

Section 1: Personnel Files Maintenance

- 1.1. An employee personnel file is maintained on all employees by the Office of Human Resources and Organizational Development (HROD).
- 1.2. Personnel files will contain only information that is necessary and relevant to accomplishing legitimate personnel administration needs.
- 1.3. Any inappropriate use of information contained in a personnel file by anyone at the College may provide the basis for disciplinary action.

Section 2: Information Open to the Public

- 2.1. PCC maintains employee personnel files in accordance with the following North Carolina General Statutes:
 - 2.1.1. Information Open to the Public: [N.C.G.S. 115D-28](#)
 - 2.1.2. Access to Personnel Files: [N.C.G.S. 115D-28](#)
 - 2.1.3. Confidential Information: [N.C.G.S. 115D-29](#)
 - 2.1.4. Remedy of Employee Objecting to Material in File: [N.C.G.S. 115D-30](#)
- 2.2. Access to personnel information allowed by statute is requested in accordance with PCC Policy 8.13 Public Information Requests.

Section 3: Destruction of Records

- 3.1. PCC follows North Carolina General Statutes:
 - 3.1.1. Public Records and Archives: [N.C.G.S. 121-5\(b\)](#) except as provided in [N.C.G.S. 130A-99](#).
- 3.2. The [North Carolina Community College System Records Retention and Disposition Schedule](#), a tool for the employees of the community colleges across North Carolina, should be used when managing the records in their respective offices.

Legal Citation: [N.C.G.S. 115D-27](#), [N.C.G.S. 115D-28](#), [N.C.G.S. 115D-29](#), [N.C.G.S. 115D-30](#), [N.C.G.S. 121-5\(b\)](#), [N.C.G.S. 130A-99](#), [1C SBCCC 200.94](#)

History: Approved October 12, 1988; revised January 2012; February 2021, May 2023

Cross references PCC Policy 8.13 Public Information Requests.