



PERSONNEL FILES PROCEDURE

PERSONNEL | 300.331A

Last Reviewed

03/13/2026

Executive Staff Approval

05/11/2026

1. Procedure Purpose

This procedure establishes the steps for employees to access, review, copy, or challenge their personnel files in accordance with Mountainland Technical College (MTECH) policy and applicable laws.

2. Definitions

Personnel Files – Records of an MTECH employee retrievable under the employee's name or identifying number, containing information gathered in the course of official MTECH business. The information relates specifically to the employee's qualifications, work assignments, promotions, compensation, performance, disciplinary action, and participation in MTECH benefit programs.

Confidential Medical Records - Records containing employee medical information, including leave documentation, disability accommodations, or health-related data. Maintained separately from the official personnel file and subject to applicable privacy laws, including GRAMA classifications.

3. Procedure

3.1 Inspection and copying of Primary File

- 3.1.1 Employees may request to review or obtain a copy of their official personnel file by submitting a written request to the Director of Human Resources, or designee.
- 3.1.2 The employee's written request should describe the records or information the employee wishes to examine or copy.

- 3.1.3 The following items will be temporarily removed from the employee's personnel file before inspection by the employee:
 - 3.1.3.1 Letters or documents of recommendation, evaluation, or criticism which were solicited or submitted under request or promise of confidentiality;
 - 3.1.3.2 Information which relates to person(s) other than the subject employee; and
 - 3.1.3.3 Any information prohibited from disclosure by applicable state or federal laws.
- 3.1.4 After the employee submits a written request, the Human Resources Department will verify the employee's identity and make the personnel file available in accordance with GRAMA.
 - 3.1.3.4 The file will be made available as soon as reasonably possible, normally within ten (10) business days after the written request. Expedited review may be provided in exceptional circumstances at the discretion of the Director of Human Resources.
 - 3.1.3.5 The employee will inspect the file in the presence of a Human Resources representative.
 - 3.1.3.6 A record of the inspection or copy request and its completion will be placed in the employee's file.
- 3.1.4 Inspection and Copying of Secondary Files
 - 3.1.4.1 Employees may request to inspect or obtain copies of records in secondary personnel files by submitting a request to the department responsible for the file. The department will follow established procedures to respond.
 - 3.1.4.2 If access is denied, the employee may appeal to the AVP of Human Resources for review.
- 3.1.5 Challenge to contents

An employee may request corrections, amendments to, or challenge any information in the MTECH electronic or hard copy personnel file, through the following process:

3.1.5.1 Employees may challenge any factual statement or entry in their personnel file if they believe it is inaccurate, misleading, inappropriate, or otherwise violates their rights.

3.1.5.2 The AVP of Human Resources will review the challenge and make any necessary corrections, deletions, or additions to ensure that the files include only factual, truthful, and relevant information. The employee will be advised in writing of all approved modifications.

4. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval
1/31/2023	2/6/2023	3/15/2023
3/13/2026	05/11/2026	