COLLEGE OF MICRONESIA-FSM

BOARD POLICY NO. 6031

Human Resources Record Access and Confidentiality

Date Adopted: 13 March 2012

Date Revised: 27 November 2019

Date Reviewed: 30 April 2015; 27 November 2019; 11 June 2025

Reference: Policy 008, 13 May 2013 Personnel Policy and Procedures Manual

1. Record Access and Confidentiality

It is the policy of the College of Micronesia-FSM for the office of human resources to maintain official personnel record of all employees of the college. The personnel file is to include documents relating to hiring, promotion and discipline of the employee as well as performance appraisals, recommendations/awards, training and changes in job title, job description, job classification and placement. Medical information and other sensitive information are maintained in a separate confidential file.

2. Access

An employee or his/her immediate supervisor may review the employee's personnel file during regular business hours or request copy of a document from the file. The review is to take place in the presence of a designated staff member of human resources office. A log is maintained in each employee file to record the date and person reviewing the file and date and document copied and for whom.

3. Confidentiality

All materials in an employee's file remain confidential and will not be disclosed except to authorize college administrators. The contents of an employee's personnel file may not be disclosed to third parties without the notarized authorization of the employee. The authorization must describe specifically the records to be disclosed and the persons to whom they are to be disclosed. The office of human resources is to assure the security and privacy of these records.

4. Application

This policy applies to personnel files at the college under the human resources office.

5. Definition

Authorized college administrators include the immediate supervisor and second level supervisor such as a coordinator, director, dean or vice president and president.

See Administrative Procedure 6031.