

V:01:02 PERSONNEL RECORDS

Personnel records for all employees including former employees are filed in the Office of Human Resources. Under the provision of Tennessee Code Annotated Section 10-7-503, Records Open to Public Inspection, personnel records are considered public records and may be inspected, extracted, or copied by any citizen of Tennessee during normal business hours, in accordance with reasonable College procedures. All questions concerning public records should be addressed to the Director of Human Resources.

The College monitors the release of information contained in personnel files in a manner consistent with individual rights to privacy and institutional and external needs for information. Each employee is encouraged to review their own personnel record to ensure that it is complete.

TBR Source: TBR meetings: June 25, 1976; March 4, 1977; June 26, 1891; September 18, 1981; September 30, 1983; September 16, 1988; March 15, 2002.

VSCC Source: November 11, 1987, President; July 5, 1989, President; November 4, 1998, President; July 28, 2008 President's Cabinet