

**THREE RIVERS COLLEGE  
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
Title: PP 4860 Confidentiality of Personnel Records	Page 1 of 2
Associated Regulation:	
References:	
Supersedes: 7.5	
Responsible Administrator: Director of Human Resources	
Initial Approval: 04-20-2011	Last Revision: 09-21-2016

Three Rivers College maintains complete and current personnel records, including the necessary information to comply with the Fair Labor Standards Act. The college collects and retains records concerning employment history and performance for each employee. Personnel records are confidentially maintained in the human resources office.

Upon request and in the presence of human resources staff, any employee has the right during regular working hours to inspect his/her own personnel file, with the exception of the ratings, reports and records obtained prior to the employment of the individual.

The personnel records of an individual employee are considered confidential to the extent allowed by law. The college reserves the right to verify information (e.g., employment status and job title) without notifying the individual involved, and to cooperate with law enforcement investigators, public safety, or medical officials. All communications between the college and its legal counsel, which are privileged under the law, shall be closed records within the meaning of Missouri Sunshine Law, 610 RSMo.

Access to personnel files when requested by the appropriate supervisor, legal counsel, or state agencies with authority; is on a strict need-to-know basis, and must be viewed in the presence of human resources staff. Former employees do not have access to their files unless access is requested under court order or subpoena.

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**DOCUMENT HISTORY:**

- 04-20-2011:** Initial approval of policy PP 4860 Confidentiality of Personnel Records.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.