

Sussex County Community College

Policy No.: 200.17

Area: Human Resources

Adopted: April 26, 2016

Re-Adopted: May 26, 2020

200.17 Access to Personnel Files Policy

PURPOSE OF THE POLICY

To enable Sussex County Community College (“College”) employees to request inspection of their personnel records.

GENERAL STATEMENT OF ACCESS TO PERSONNEL FILES

Employees are permitted reasonable access to their personnel files during regular business hours.