

METROPOLITAN COMMUNITY COLLEGE

DISTRICT PROCEDURE

3.25050 DP

PERSONNEL FILES

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It is important that employees be cognizant of the kinds of materials that may be placed in the district personnel file folder. Only materials required by the district to carry out its responsibility toward the employee, i.e., hiring, materials needed in determination of salary and termination, will be kept in the employee's personnel file folder. Other materials not needed by the district may be kept in the file if they are submitted by the employee for inclusion.

I. Hiring

- A. A current application form
- B. Official transcripts of all college work completed
- C. Letters of recommendation/placement papers
- D. Interviews reports
- E. Recommendation to employ
- F. Post employment data forms
- G. Copy of appropriate retirement system of Missouri application form
- H. Copy of application for certification as a faculty member of a Missouri public college (for faculty only)
- I. Immigration forms

II. Salary

- A. Professional and service record form
- B. Letters recommending advancement (all employees except faculty)
- C. Evaluation forms which relate to advancement (all employees except faculty)
- D. Transcripts of credit attained since employment
- E. Letters from deans and supervisors showing approval of credits toward advancement by means other than college credit
- F. Attainment of nonprobationary status form (faculty only)

G. Personnel payroll record (salary, sick leave, vacation time)

III. Contracts

Copy of all past contracts (excluding current contract)

IV. Teaching Certificates (Faculty)

V. Termination Documentation

A. Copy of retirement application with resolution of recognition by the board.

B. Copy of letter of resignation and letter acknowledging that resignation.

C. Copy of letter of termination of employment.

D. Dismissal materials in the case of dismissal proceeding (3 years minimum).

E. If an employee quits without being dismissed or having resigned or retired, the proper form filed by the supervisor reporting the event.

VI. With the filing of the last termination document, the employee's file will be removed from the "active" file to the "inactive" file.

Approved: Chancellor
October 6, 1975
(Editorial Corrections 7/10/06)