

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 2101 **PAGE** 1 of 3

**PROCEDURE TITLE:** Personnel Records

**STATUTORY REFERENCE:** FLORIDA STATUTES 110.201, 501.171, 1001.64 AND 1012.855

**BASED ON POLICY:** II-2 All Personnel: Personnel Actions and Levels of Appeal

**EFFECTIVE DATE:** February 29, 1972

**LAST REVISION DATE:** November 7, 2018; August 6, 2024

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## **I. PURPOSE**

To provide information on the adequate maintenance of personnel records of all College employees and to establish responsibility for submission of the Request for Personnel Action (RPA).

## **II. PROCEDURE**

- A. The Vice Provost of Human Resources (VP, HR), or designee, is responsible for the establishment and maintenance of College personnel records.
- B. All personnel files are maintained in electronic format in the Division of Human Resources electronic system. The content includes but is not limited to the following:
  1. Section I: completed Miami Dade College (MDC) application, resume, employment references, and/or letters of competency.
  2. Section II: official transcript(s) for all degrees listed on MDC application, resume, credential form (SACS) when appropriate, certificate(s), license(s), portfolio(s), and in-house credit(s) as applicable to the position.
    - a) An employee's personnel folder should reflect all earned credits to ensure proper consideration for reclassification, promotion, and/or transfer. It is the employee's responsibility to submit to the Division of Human Resources official transcripts and/or certificates of accomplishments earned.

3. Section III: employment offer letter, acceptance letter, contracts, as applicable to the position, and salary letters.
4. Section IV: performance reviews, awards, disciplinary documents
5. Section V: state and federal forms, as required, and miscellaneous documents

**C. Personnel Documents Stored at the Campus:**

The only employee documents which may be securely stored (locked in cabinet and stored in an office under key) and maintained by College-wide departments to manage or as part of their respective business operations are the following: professional development plans; licenses; documentation and disciplinary action documents. Inclusive of professional improvement plans.

In order to preserve employee, volunteer or intern personal identifiable information (PII), all personal information as defined in Chapter 501 of Florida Status must be redacted:

- Individual's first name or first initial and last name in combination with any of the following:
  - Social security number
  - Driver's license or identification card, passport number, military identification number or issued government document utilized to verify identity
  - Financial account number of debit card numbers ○ Medical history information, treatment or diagnosis
  - Name of email address in combination with password, security question and answer

**D.** The RPA is the official personnel action document and is maintained in the Division of Human Resources Office. The RPA form must be initiated by the department supervisor for the following purposes.

1. Hire/Rehire
  - a. Employment of all new employees, rehires or additional assignments
  - b. Establishment of effective start date
  - c. Status of the employee; and appropriate compensation
  - d. Start date of employment may not occur prior to the approval of the College President or designee
  - e. Temporary assignments including a required end date
2. Changes in personnel data
  - a. Job title
  - b. Salary or supplement

- c. Pay grade or academic rank
- d. Chartstrings
- e. Transfer of Employee
- f. Pay document
- g. Changes to “Reports To”
- h. Grant assignments/extensions
- i. Interim assignments/extensions


3. Termination and resignation

- a. The department is responsible for initiating the termination RPA form with the accompanying resignation letter. The department must also complete the [Supervisor Checklist for Separating Employees form](#).
- b. To resign in good standing, a College employee should give a minimum of two weeks written notice unless, due to extenuating circumstances, the College agrees to permit a shorter period of notice.

4. Transfer of employee

The RPA is initiated by the receiving department.

- E. Full-time and part-time employees must update any changes in personal data such as address, telephone numbers, and emergency contact by logging into MDConnect’s Self-service - <https://www.mdc.edu/employees/>. Individuals no longer employed at the College may send written correspondence (email, fax, or mail) to Human Resources indicating address change. Changes in name or marital status must be communicated to the Division of Human Resources in writing with a copy of the Social Security card indicating the change.
- F. Employees with unlisted telephone numbers or those covered by Florida Statute 119.07 (refer to Procedure 2106) deemed sensitive must update their information directly with the Division of Human Resources.
- G. All College employees are required to maintain updated or current contact information directly with their department as well as the Division of Human Resources.
- H.

	08/06/2024
PRESIDENT	DATE