

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2101

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PROCEDURE TITLE: Personnel Records

STATUTORY REFERENCE: FLORIDA STATUTES 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: September 13, 2005

LAST REVIEW DATE: September 13, 2005

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.


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 folders are maintained in one (1) file located in the Division of Human Resources Office. Contents include but are not limited to the following:
 1. Section I: signed application, resume, employment references, and/or letters of competency.
 2. Section II: transcript(s), credential form (SACS), certificate(s), license(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 accomplishment earned.
 3. Section III: nomination letter, acceptance letter, contracts, as applicable to the position, and salary letters.

4. Section IV: performance reviews and awards.
 5. Section V: state and federal forms, as required, and miscellaneous documents
- C. A request for Personnel Action (RPA) form must be initiated by the department supervisor for the following purposes. The RPA is the official personnel action document and is maintained in the Division of Human Resources Office.
1. Hire/Rehire
 - a. Employment of all new employees or rehires
 - b. Establishment of effective start date;
 - c. Status of the employee; and appropriate compensation.
 - d. Start date of employment may not be prior to the approval of the College President or designee.
 - e. Temporary assignments including a required end date.
 - b) Changes in personnel data
 - a. Job title.
 - b. Salary or supplement.
 - c. Pay grade or academic rank.
 - d. Qual number (department number, general ledger, position control).
 - e. Transfer of Employee.
 - c) Termination and resignation
 - a. The department is responsible for initiating the termination Request for Personnel Action (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 will give a minimum of two weeks prior written notice unless, because of extenuating circumstances, the College agrees to permit a shorter period of notice.
 4. Transfer of employee

The RPA is initiated by the receiving department.
- D. Full-time employees must update any and all changes in personal data such as address, telephone numbers, and emergency contact by logging into www.mdc.edu/employees/. Part-time employees must notify the Division of Human Resources directly of such changes in writing. Changes in name or marital status must be communicated to the Division of Human Resources in written format with a copy of the social security card indicating the name change.

- E. Employees with unlisted telephone numbers or those covered by Florida Statute 119.07 must update their information directly with the Division of Human Resources.

	
9/13/05	
PRESIDENT	DATE