

The college shall maintain the privacy and confidentiality of all personnel files to the extent required by law (ARS 15-1445 and ARS 39-121).

Personnel Files

All personnel files shall be placed in the custody of the human resources office. Unless authorized in writing by the employee, only college employees that are performing an official supervisory function will be allowed access to a file.

Employees may review their own personnel files upon request. Employees are responsible for notifying the human resources office in writing of their wish to review, copy or challenge the contents of their primary files. The file must not be removed from the human resources office and must be reviewed in the presence of the human resources personnel.

Personnel records maintained concerning individuals who are employees are closed except for the following information:

1. Full name of individual
2. Date(s) of employment
3. Current and previous jobs and effective dates of employment
4. Name, location and phone number of department and/or office to which the individual has been assigned
5. Current and previous salaries and dates of each change
6. Name of current or last known supervisor
7. Information authorized to be released by the individual to the public unless prohibited by law

All material contained within personnel files is the property of the college.

Any employee may review his/her own personnel file upon request. Employees are responsible for notifying human resources in writing of their wish to review, copy or challenge the contents of their primary files. The file and/or contents must not be removed from human resources and must be reviewed in the presence of the office of human resources or his/her designee.

Any supervisor may request, in writing, to review any employee file. The file and/or contents must not be removed from human resources and must be reviewed in the presence of the office of human resources or his/her designee.

Changing personal information

Any college employee who wishes to change their personal information must do so by completing the change of address form available on the MCC website or at human resources.

After completing the form, the employee must take it to human resources OR their campus dean's office and present the following to be copied and attached to the form.

1. In all cases, a picture identification.
2. In the case of a name change, a social security card issued under the new name.

Copies of the appropriate documents will be made and attached to the form. The authorized person will then sign the form, verifying identification.

After the request form has been completed and verified, the change of address form and attachments will be forwarded to human resources.

NOTE: No unauthorized department is permitted to approve or submit a change of address form for any employee.

Date of Adoption: Adoption of Manual

References: ARS 15-1445