

Job Descriptions and Personnel Files

OPERATIONAL POLICY STATEMENT

Employees will maintain responsibilities including, but not limited to, the outlined Job Description on file for the position. Any responsibilities assigned to employees should be reasonably associated to the types of duties identified in the Essential Duties section of the job description form.

Managers and supervisors can assign other tasks/duties that are infrequent and are consistent with the job classification and nature of work that meet the operational needs of the department so long as they don't change the job classification of the position or the employee (Example, having a non-exempt employee doing exempt work).

The College's Human Resources Office is the custodian of official records for each employee. The employee's supervisor and each successive supervisor, up to and including the President, has access to the employee's file. All information contained in the personnel file is made available to the employee or the employee's designated representative upon written request to the Human Resources Office.

The Chief Human Resources Officer determines information that is exempt from disclosure under the provisions of the Arizona Open Records Act or other laws intended to protect the employee's privacy interests.

OPERATIONAL POLICY HISTORY

Formerly Policy 2.2.3 Employee Responsibilities), Adopted 1/25/2000; Renumbered Policy 2.03 10/2014; Revised 11/3/2016 and,
Policy 2.4.6 (Personnel Files) Adopted 1/25/2000; Revised 12/6/2011; Renumbered Policy 2.24 10/2014
Revised March 23, 2018
Revised to "Operational" Policy and changed Director of Human Resources to Chief Human Resources Officer 3/5/2021
