

Employment Records



Policy Number: 02.010	Responsible Office: Human Resources	Governing Body: College Council	Last Review Date: September 2014
Scope: This policy applies to all employees of Antioch College.			

I. Introduction

This policy provides guidance to employees about their privileges and obligations with respect to their own personnel records, and guides Antioch College personnel responsible for producing and maintaining personnel records in the appropriate handling of those records.

II. Personnel Records

- A. In order to obtain your position, you provided us with personal information, such as your address and telephone number. This information is contained in your personnel file.
- B. Please keep your personnel file up to date by informing the Office of Human Resources of any changes. Also, please provide updates of any specialized training or skills you may acquire in the future, as well as any changes to any required visas. Unreported changes of address, marital status, etc. may affect your withholding tax and benefit coverage. Further, an “out of date” emergency contact or an inability to reach you in a crisis could cause a severe health or safety risk or other significant problem.