

Personnel File

Foothills will maintain a personnel file for each employee. Employees may review their personnel file upon request and in the presence of authorized personnel. If an employee is interested in reviewing their file, they should contact the DFO to make arrangements.

To ensure that personnel files are up-to-date at all times, employees are required to notify the DFO of any changes. Changes may include: name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements or accreditations, the individuals to notify in case of an emergency, and so forth.

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