

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: All Employees 415.0000.15

Maintaining Current Files
Policy Number: 415.1400.79

POLICY

All college employees shall provide the Human Resources Office with all necessary transcripts, letters of reference, and resumes of work experience, teaching credentials, and other pertinent materials as may be required by the President for maintaining a complete and current personnel file.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1979

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: