



Treasure Valley

COMMUNITY COLLEGE

BP 7145 Personnel Files

References:

ORS 341.290(2) ORS 652.750 OAR 589-008-0100(4)

An official personnel file will be established for each person employed by the College and will be maintained by the Human Resources office, either physically or electronically. All records containing employee medical condition information such as workers' compensation reports, release/permission to return to work documents, and medical leave eligibility will be kept confidential and in a separate file from personnel records.

Adopted: April 21, 2026