

COLLEGE of CHARLESTON

OFFICIAL POLICY

11.4.3.4

Student Employment Personnel Files

2/13/18

Policy

Used, as reference, by the coordinator of student employment. Information includes application forms, student employee contact information, internal revenue service and immigration and naturalization service's documentation, work schedules and any disciplinary actions. The College of Charleston follows the retention requirements of the South Carolina Public Records act of 1976, as amended, including the South Carolina Department of Archives and History Retention Regulations

Policy Manager and Responsible Department or Office

Student Affairs, Career Services

Purpose/Reason for the Policy

Departments/Offices Affected by the Policy

Procedures Related to the Policy

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Related Policies, Documents or Forms

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Issue Date:10/18/2004 Date of Policy Revision:2/13/2018
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Next Review Date:10/18/2020

POLICY APPROVAL

(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number: 10.4.3.4

President or

Chairman, Board of Trustees

M. J. McLaughlin, Pres

Date: 2/13/18