

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

DBA
(LOCAL)

**Social Security
Number**

The College District will not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the College District will keep an employee's social security number confidential.

**Custodian of
Personnel Records**

The College District designates the chief human resources officer as the custodian of personnel records to serve as the agent of the District President and maintain all records relating to all present and past employees of the College District.

**Law Enforcement
Personnel Files**

The District President or designee of the College District police department will develop regulations, in accordance with law, for the compilation and retention of, and access to, personnel files maintained with respect to peace officers and telecommunicators.

**Employee
Credentials**

Degrees, credit hours, and certificates will be evaluated and recognized by using the following criteria:

1. The degree and/or credit hours are from a college/university accredited (or in pre-accreditation status) by a nationally recognized accrediting agency or an accrediting agency recognized by the Coordinating Board. Accredited institutions and nationally recognized accrediting agencies will be determined by using the following:
 - a. Accredited Institutions of Higher Education.
 - b. U.S. Department of Education.
 - c. Coordinating Board.
 - d. Council for Higher Education Accreditation.
 - e. Other agencies or publications that will establish national recognition or accreditation.
2. If the degree/certificate is from a college, university, school, institution, or association outside the United States, it must be verified through a nationally recognized independent foreign transcript evaluation service or by a university in the United States qualified to conduct such evaluations.