



EMPLOYEE MANUAL	
Title: PERSONNEL FILES	
Policy No.: 24.0	Section Nos.: 24.0 – 24.0
Approval Date:	Effective Date: January 2018
Approved By: Board of Directors	

24.0 PERSONNEL FILES

Pursuant to laws related to confidentiality and privacy of personnel files, access to personnel files is strictly controlled. Access is limited to the official custodian of personnel files, the employee, supervisors and managers who have a legitimate "need and right to know", and those possessing legal authority for access to particular information, such as by written approval of the employee or court order. Every current and former employee has a right to inspect and receive a copy of his or her personnel files, including payroll records, at a mutually convenient time, within 21 calendar days of the request. An employee may inspect only his or her personnel file and only in the presence of the custodian of personnel files or other supervisor. Personnel files are the property of the Agency and are kept in a secure location and may not be removed from Agency.