

Personnel Policy: Personnel Records

1. Materials that comprise an employee's personnel record may include:
 - A. Forms related to hiring, reassignment and promotion.
 - B. Requests for leave.
 - C. Performance evaluations.
 - D. Reports of disciplinary actions.
 - E. Written grievances.
 - F. Commendations, letters and memoranda relating to performance.
 - G. Memoranda relating to health.
 - H. Records of attendance at work.
 - I. Records of attendance or participation in workshops, conferences and courses that are job-related.
 - J. Compensation authorization.
 - K. Voluntary information from the employee.
2. All personnel records will be kept in the Administrative Office and access to the records is through the Director. The records are kept locked and only the director and business administrator have keys.
3. Access to an employee's record shall be limited to:
 - A. Board of Trustees.
 - B. The Director.
 - C. The employee's supervisor.
 - D. The employee.
 - E. Library legal counsel.
 - F. Duly authorized agents and/or representatives of the employer.
4. Written authorization is required from each employee for the release of information regarding the employee's employment unless otherwise allowed by PA 397, 1978, known as the Bullard Plawecki Right to Know Act. Unless required by law, without such authorization by the employee, only confirmation of employment will be given to credit investigators, prospective employers and others who may seek a reference. Employees requesting release of their personnel records may use the authorization form, included in this manual as an appendix.
5. All records will be kept in accordance with Public Act 397, 1978, the Bullard-Plawecki Act. Employees may have access to their own personnel records at reasonable times, generally not more than twice a year, upon written request. Employees requesting a photocopy of their personnel file, in whole or in part, will be required to pay a reasonable duplication fee.