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Policy: Personnel File Policy  
Policy No: 4.16  
Approved: Board of Trustees: March 2006

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### **PERSONNEL FILE POLICY**

The Office of Human Resources maintains an individual personnel file for each employee. In it are copies of basic information such as appointment letters, payroll changes, benefit selections, incident/accident reports, performance evaluations and any other information regarding your continuing employment.

Employees are permitted access to their personnel files and may request a copy of documents from their files. However, employees may not remove an item from their personnel file, or remove their personnel file from the review office. Employees may enter any written material into their personnel file.