

# Regulation 0403.40-AR-02 Personnel Files

## PERSONNEL RECORDS

The official personnel file will be maintained within the Human Resources Department. Personnel files are confidential except for information contained in the file pertaining to public service or employment history, classification, pay grade and step, longevity, gross salary and salary history including bonuses, severance packages, other compensation or vouchered and unvouchered expenses for which reimbursement was paid, status, workplace and employing agency.

Personnel have the right to access their own personnel file upon request and shall, within thirty (30) calendar days, be provided copies of materials contained in the file. However, personnel are not entitled to access or obtain copies of letters of recommendation or material used to screen and test for employment.

Complaints by students, parents, or patrons directed toward personnel shall not become a part of the personnel file unless such complaints have been first reported to the personnel involved. Personnel concerned shall be given an opportunity to attach written comments, explanations and/or rebuttals to any such complaints.

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