

STAFF PERSONNEL

Code 401.5 R2

Policy Title: Employee Records

The following procedure is to be followed for the removal of a document(s) from an employee's personnel file:

1. The employee must present a written signed request to the superintendent or a designee, identifying the document(s) to be removed;
2. The written request must state the reason for the removal;
3. The superintendent or his designee will respond to the request within ten (10) business days with his/her decision;
4. The letter requesting the removal of the document(s), as well as a copy of the superintendent's decision (Item 3), will be placed in the employee's personnel file.