3.12 PERSONNEL FILES

INTENT:

The Association requires the maintenance of personnel files for each employee.

3.12.1 DIRECTIVES:

3.12.1.1 The Association will maintain a confidential personnel file for each employee or contractor.

3.12.2 PROCEDURES:

3.12.2.1 Personnel files may include the following:

- Pre-employment materials, including correspondence associated with the original application, resume/curriculum vitae, transcripts, letters of reference, and placement documents
- Copies of letters relating to Board actions respecting the individual, including initial appointment, leaves of absence, administrative responsibilities, etc.
- Correspondence between the employee and the Board or Executive Director, as applicable, regarding personnel matters
- Copies of materials respecting the employee's professional development and achievement.

3.12.2.2 A personnel file shall not contain items submitted anonymously.

3.12.2.3 Upon request to the Board or designate, the employee shall have the right to examine the contents of his/her personnel file. Such examination shall be in the presence of the Board or designate and shall be recorded in the file.

3.12.2.4 Information contained in a personnel file shall not be made available to parties or persons external to the Association, except as authorized by the employee in writing, or as subpoenaed by law.

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