

Personnel Files – Access

The personnel file is a file belonging to the school containing confidential employment information about a particular employee. The file does not belong to the employee, but belongs to the school and must be maintained and kept confidential under the direction of the administrator. Only matters pertaining to employment should be maintained in the personnel file. Copies are not to be released to any one, including the employee. The following guidelines are offered:

- The only persons with access to employee personnel files are the administrator, assistant administrator, FCC chairpersons, and diocesan school office staff (as directed by the school administrator).
- The files should be arranged in the same manner as the personnel file verification list.
- Medical information such as a doctor's permission to return to work should be kept in a separate file. Workman's Compensation paperwork should be filed in the business office of the school.
- Attendance should be kept in a separate section of the file.
- Employees may view their personnel files but must do so in the presence of an administrator. Personnel files should be kept in a secure, locked, fireproof location.