

PERSONNEL	G
ACCESS TO PERSONNEL FILES	GBJB
	Page 1 of 1

Introduction

Orderly administration of the school district requires the compilation of information about all employees. The Committee recognizes that all personnel files are confidential and must be considered privileged. The file of an individual employee will be available only to authorized administrative personnel and to the employee.

Purpose

The policy serves to inform employees of their right to access their personnel file as well as any limitations thereof.

Process

Every employee may inspect their own file upon receipt of written notice at least seven (7) weekdays (excluding holidays) prior. The file may be accessed at a time other than the employee's work hours. The employee may not make any copies or remove the personnel file from the immediate place of inspection. If the employee wishes for copies to be made, the Department shall provide such copies of the requested documents within a reasonable time. The Department has the right to limit employee access to his/her personnel file to three (3) times within one calendar year.

The School Committee has no authority to review personnel records and files absent disciplinary action. In all other circumstances, the Superintendent of Schools has the sole authority to inspect and review personnel files.

A personnel file will not be made available to others except according to law.

LEGAL REFERENCES: R.I. General Laws § 28-6.4-1

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TOWN OF LINCOLN SCHOOL COMMITTEE, Lincoln, Rhode Island