

Guernsey Memorial Library	Section #	
Manual Name Library Policy Manual	Date Issued: 10/12/2007	Subsection
Section Personnel File Review Policy	Date Revised: 8/8/2019	Page
<p>Employees will be allowed to review their personnel file annually. No copies will be permitted of pre-employment documents. Upon request, the employee will be furnished a reproduction of any material in the file excluding reference or information obtained in the process of evaluating the employee for initial employment or any confidential information.</p> <p>The employee can bring a representative during personnel file review. An employee's representative is allowed, with the signed permission of the employee to review the personnel file.</p>		
Revision Approved by Board: 8/8/2019		