
PERSONNEL RECORDS AND FILES

Access to Files

Employees shall have the right to access their personnel files upon request to their Supervisor and/or Division Office. Upon such a request, the Division Office Staff or the Supervisor or designate will make the file available for review. The file or its contents are not available to be taken out of the office but copies of relevant material will be made by the staff in charge at staff request.

Location of Files

The Division will insure that personnel files are located in a secure location. Access to personnel files will be limited to supervisors and office staff working with the files.

Composition of Information

The Division will observe FIPPA and PHIA regulations as to what information is gathered and what information, if any, can be shared.