



## **Employee Access to Personnel File**

Board Approval: *R M Kelly, Chairman*

Date: 4/26/16

### **Purpose**

Confidential personnel files containing pertinent employment information are maintained for each employee in the Office of the Director, JCESA. The employee is entitled to inspect or copy his or her personnel file in the presence of the JCESA Director or Deputy Director. This policy establishes the terms and conditions under which that inspection may take place.

### **Terms & conditions**

- The employee wishing to inspect his/her file must notify the Director/Deputy Director at least 24 hours in advance of the desired appointment time.
- Personnel files may be examined only during normal JCESA business hours
- The employee shall not be entitled to inspect or copy any letter of reference or record that he/she has previously waived the right to inspect when such letters or records were solicited by or supplied to the JCESA based upon the employee signing a waiver limiting those options.
- Employees are strictly prohibited from removing and/or destroying any of the contents of their respective personnel files.
- The employee shall not be entitled to inspect or copy any other record exempt by WV Code 29B-1-4 unless there is clear and convincing evidence of a legitimate reason sufficient to make an exception to this restriction, as determined by legal counsel to the JCESA.

### **External Inquiries Regarding Employees**

The response of the JCESA to outside requests for employment verification is restricted to the release of the employee's name, employment dates, and job title. Salaries of JCESA employees are a matter of public record.