

AMERICAN LIBRARY ASSOCIATION PERSONNEL POLICY MANUAL

Item Number 901

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PERSONNEL FILES

Reviewed and
Updated 8/06

POLICY

It is the policy of the American Library Association (the "Association") to permit an employee the opportunity to inspect his/her personnel file that is maintained in the Human Resources Department. It should be noted that the personnel file maintained in the Human Resources Department is the official employment record of the employee and is the property of the Association.

PROCEDURE

An employee who wishes to inspect his/her personnel file must complete an Employee Request to Review Personnel File form to arrange for a mutually convenient date and time to review the file.

The following personnel file records are excluded from employee review:

- Portions of testing documents (other than cumulative score).
- Letters of reference.
- Immigration documents.
- Materials related to the Association's staff planning.
- Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- Investigatory or security records maintained by the Association to investigate criminal conduct or other activity of the employee that could reasonably be expected to harm the Association's property, operation or business.
- Records relevant to any pending claim between the Association and the employee which may be discovered in a judicial proceeding.
- Any other documents that the Association considers confidential, proprietary or privileged.
- In addition, medical records and OSHA records are not maintained in personnel files, but rather, are separately maintained.

RULES FOR GRANTING REVIEW

1. An employee may request to inspect his/her personnel file by completing the Employee Request to Inspect Personnel File form as shown in exhibit A.

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2. An employee may inspect his/her personnel file in the Human Resources Department in the presence of a human resources representative during regular business hours.
3. Copies may be made of documents contained in the personnel file, except for those noted above, for an additional cost.
4. No document may be removed from the personnel file.
5. An employee may submit a rebuttal if s/he disagrees with material contained in his/her personnel file.
6. A former employee may request to inspect his/her personnel file for a period of up to one year after separation. Copies may be made pursuant to 3 above.

Note: Managers may inspect the personnel file of his/her current employee(s) or prospective employee(s) with the prior approval of the Director Human Resources.

EMPLOYEE REQUEST TO INSPECT PERSONNEL FILE

I, _____, SS# _____, hereby request to inspect my personnel file in the presence of a representative of the Human Resources Department on _____ (date). I understand that no document(s) may be removed from the file but that I may request a copy of any allowable document at a cost of \$.05 per page, payable in advance of any document release.

Employee Signature

Date

HR Use Only

Inspection Date & Time: _____

Copies Requested: _____ No
_____ Yes (as listed below at \$.05 per page)

Total Cost: \$ _____

Payment Method: Cash **or** Personal Check (circle one)

Human Resources Representative Signature

Date