

Personnel

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: PERSONNEL RECORDS**

<u>Responsibility</u>	<u>Action</u>
District Employee	1) Requests permission to inspect his/her personnel file from the District Office at least one (1) day in advance.
Administrator	2) Grants or denies request. a. If request is granted, has file ready and an area set aside for inspection on the agreed upon day and time. b. If permission is denied for particular date requested, states the reason and arranges an alternate time.
District Employee	3) a. At agreed upon day and time, at designated area, inspects file. b. Requests copy of any material he/she wishes to have, but may not remove any original material from the file. c. Upon completion of inspection, returns the file to the Administrator.
Administrator	4) Returns the personnel file to its proper place.