

Lib-05-007

Section: Tofield Municipal Library Staff

Title: Employee Files

Approval Signature: _____

_____, Chair, Tofield Library Board

Latest Revised Date: _____

1. Files and payroll information for all employees will be kept confidential, with access restricted to the Library Manager.
2. Employees may have access to their personnel files by following access procedures, which can be found in the employee handbook.
3. Any written reprimand, warning, or other record of disciplinary action shall remain on the file for a period of 2 years unless the action is proved to be unjustified, in which case it shall be removed immediately from the files.