

ACCESS TO PERSONNEL FILES POLICY

(1) Any employee is entitled to access his own personnel file at any time by so requesting and signing the "Professional Employee's File" access sheet. The contents of the personnel file must be viewed in the presence of a personnel office employee. At no time may any documents be added or deleted without the mutual knowledge of both the employer and the employee.

(2) Routine clerical access to all personnel files will be available to school district administrators and appropriate clerical employees for items such as DEBE-333 Teacher Evaluations, W-2 payroll information, supplemental contracts, transcript insertions, certifications, correspondence and other similar documents.

(3) Access by other than the above named individuals will be permitted only by permission of the Connellsville Area School District Board of School Directors.