

**Buffalo & Erie County Public Library**  
**PERSONNEL POLICIES AND PROCEDURES MANUAL**

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**SUBJECT: Personnel Files**

**CHAPTER: IV**

**SECTION: 1**

**EFFECTIVE DATE: 1/81**

**REVISION DATE: 9/06, 10/11, 7/13, Modified for the B&ECPL effective 1/1/15**

**I. STATEMENT OF POLICY**

Under Centralized Human Resources there shall be only one (1) official personnel file for each employee. The official file will be maintained by Human Resources. It will contain written materials pertinent to the employee's work status and employment, including disciplinary records. These employee files are considered confidential and access to them is restricted.

**II. GUIDELINES**

**A. Employee Access to Personnel Files**

1. An employee may periodically review his/her own personnel file upon reasonable notice to Human Resources.

2. While there is no specific limit as to how often the file can be reviewed, it is expected that these requests will only be made at a reasonable frequency.
3. A representative of an employee may review the employee's personnel file, but only with the written authorization of the employee.

B. Supervisor Access to Personnel Files

1. A supervisory/administrative employee may review the personnel file of any employee that reports to him/her directly, or that reports to him/her directly through a subordinate supervisor.
2. Such review normally will be to review experience, educational background, or other pertinent information necessary to make assignments, promotional appointments, or to complete other personnel transactions, etc.

C. Other Access to Personnel Files

1. Other persons may review personnel files only upon presentation of adequate justification and written authorization of the employee.
2. The B&ECPL reserve the right to deny access to personnel files if adequate justification is not presented, and will deny access to records exempted under the Freedom of Information Law, as necessary to protect the employee's right to privacy.

D. Protection of Personnel File Information

1. Any review of personnel files granted as outlined above, will be conducted in the presence of an authorized Human Resources employee to assure that all files will remain unaltered and intact.
  
2. Personnel files are considered confidential. Any employee who must work with personnel files in the course of his/her regular duties and who divulges or discusses the contents of any personnel file without proper authorization or who releases any content of any personnel file to any unauthorized person will be subject to immediate disciplinary action, up to and including discharge.