

ACCESS TO PERSONNEL FILES BY OTHER EMPLOYEES

Only the following individuals shall have access to personnel files other than their individual personnel file:

- Members of the Board of Directors (as necessary for Board action)
- Officers of the Board
 - Board Secretary
 - Board Treasurer
- Chief Executive Officer
 - Superintendent
- Personnel Director
- Business Manager
- Superintendent Secretary
- Employee's Supervisor
 - Principals
 - Assistant Principals
- Other Supervisors As Necessary

Access to personnel files is limited to work-related review or inquiries. Employees, other than those listed in this policy, who obtain access to a personnel file other than their individual personnel file will be subject to disciplinary action.

Individuals listed in this policy who obtain access to a personnel file may communicate with one another regarding matters contained in the personnel file. Communication with other individuals not listed in this policy will be based upon the legal interest or right of those individuals.