

REGULATIONS FOR ACCESS TO PERSONNEL RECORDS

ACCESS BY THE EMPLOYEE

An employee shall have the right to review, upon request, his or her personnel file.

ACCESS BY OTHER PERSONS

With a signed release by the employee, other persons shall be permitted to review the employee's personnel file. A new authorization shall be required for each review.

WITHOUT CONSENT OF THE EMPLOYEE

The following persons may review an employee's personnel file without the consent of the employee.

- Administrators and supervisors who have line responsibility over the employee.
- Members of the School Board only when the board is in session.
- A person with a court order.
- Other persons authorized by federal or state law.

Adopted: May 11, 1992

Revised: November 9, 1994, August 9, 2000, January 23, 2002, January 14, 2004
September 8, 2004, October 8, 2008, August 26, 2009

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Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-295.1, 2.1-340 et seq.