

Lib-06-007

Section: Tofield Municipal Library Staff

Title: Employee Files

1. Employee files and payroll information will be kept confidential and stored in a secure location.
2. Employees may access their personnel files upon request to their supervisor.
3. Any written reprimand, warning, or other record of disciplinary action shall remain on file for a period of two years unless the action is proved to be unjustified, in which case it shall be immediately removed from the files.

Last Revised Date March 14, 2024