

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 221

Subject: Review of Personnel Records

1. In accordance with the State of Michigan, Public Act No. 397 of 1978, Employee Right-To-Know Act, the Library will permit employees to review their own personnel records.
2. All personnel records of employees, both active and inactive are the property of the Library. Employees, currently employed or formerly employed by the Library, have the right to review their own personnel file.
3. Personnel files include documents which relate to:
 - a. A specific employee
 - b. Personnel action or inaction regarding the employee
 - c. Qualifications for employment, promotion qualifications, compensation, disciplinary action or termination
 - d. Letters of reference, resume information in regard to employee's records, i.e. tuition grants, grades and records of benefits
4. Should an employee wish to review his/her records, the person must submit a written request to the Library Director, should the employee fall under the staff category, or in the case of the Library Director, the request must be made to the Board, stating the purpose of the request of the specific records which are sought for review. The employee will be provided a reasonable amount of time to review his/her records.
5. A supervisor will be present during the review. The employee may not alter, damage, remove, deface, or otherwise interfere with the file or its contents.
6. Employees have a right to submit rebuttals to any materials in their personnel files. These rebuttals become part of the official records.
7. Any records pertaining to the following subjects may be restricted from review by an employee:
 - a. Files relating to possible criminal investigations
 - b. Letters of reference
 - c. Files to be used for possible criminal, civil or grievance procedures
 - d. Medical records
 - e. Materials used for future planning

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8. The Crawford County Library Board maintains a policy of confidentiality of library personnel records and will not release certain information without the written permission of the employee.
9. The Library Director's personnel file will be kept on file at the Crawford County Building, in the County Clerk's files.
10. Staff personnel files will be filed under the jurisdiction of the Library Director.

ADOPTED: March 13, 2001

REVIEWED:

Crawford County Library Policy Manual – Policy No. 221 ~ Page 2 of 2