



## **4115.1: ACCESS TO PERSONNEL FILES**

Employees shall have access to their personnel file provided however, that a written request for access is made to the Human Resources Office. An authorized representative of the employee shall also have access to the employee's personnel file, provided, however, that the authorized representative shall have written authorization permitting him/her to have access to the personnel file and, provided further, that the District, its officers, and employees are relieved of any liability in the event that the authorized representative discloses the contents of the personnel file to any unauthorized source.

Within five working days of the receipt of the request for access, the Human Resources Office shall advise the person making the request of the time and place where he/she can have access to the personnel file.

During the regular work day and at a place selected by the Human Resources Office, the person making the request shall be permitted to examine all documents in the personnel file except those items which are prohibited by law from being disclosed. A representative from the Human Resources Office shall be present during the examination.

If a person elects to attach a written response to any item in such file, he/she shall present it to the representative of the Human Resources Office who shall thereupon attach it to the file in a manner which prevents defacing, obliteration or damage to the contents of the personnel file.

Such access and right to attach a written response shall not be granted with respect to any letters of recommendation solicited by the District which appear in the personnel file.

No person shall be allowed to remove, copy or reproduce any material in his/her personnel file except and only to the extent that he/she is permitted by order of a court of competent jurisdiction, or is permitted to by law.

No other persons except school officials engaged in their professional duties shall be granted access to such file and the contents thereof shall not be divulged in any manner to any unauthorized person.

### **Date of Adoption**

June 5, 1978

**Date of Revision**

April 6, 1992

December 21, 1998

February 21, 2005

November 21, 2011

**Reaffirmed**

September 18, 2017

**Related Policies and Rules**

[4115: Access to Personnel Files](#)

**Legal Reference**

Neb. Rev. Stat. §79-539; 79-8,109