

5230	Review of Employee Records and Employee Referral Policy
Approval Date:	May 2013
Category:	Personnel
Governance Accountability:	Leadership
Audience:	Employees

All employee records (paper or electronic) are strictly confidential. Access to personnel records is limited to the employee and to authorized personnel with a need to know, including Administration staff, supervisors of the employee, and supervisors considering the employee for promotion or transfer, and Pine Lake Preparatory Board Chair. There will be limited access to medical and immigration records. All employees wishing to view their records must make an appointment with the appropriate Building Head.

Guidelines

A. Employee's Inspection of Personnel File

An employee may inspect his/her personnel files that are used to determine his/her qualifications for employment, promotion or additional compensation, or as a reason for termination or other disciplinary action. Letters of reference and records relating to the investigation of a possible criminal offense are not subject to inspection.

B. Procedure to Inspect Files

Personnel files for all employees are maintained by the Pine Lake Preparatory school Administration Staff. The Administration Staff is responsible for obtaining and returning all relevant school personnel files. All file inspections will be supervised by the Administrator. Prior to the appointment, supervising personnel will remove only the contents not subject to inspection. You may request copies of file contents subject to inspection. Supervising personnel will make arrangements to have copies made for you. Files are not to be removed from the sight or control of the person supervising the inspection. Former employees may request an appointment to review their file or write a letter asking that a copy of their file be mailed to them.

C. Others' Access to Employee Records

Personnel files will be released only to authorized employees and to the Chair of the Board of Directors or to a consultant who requires access in the course of doing business for Pine Lake Preparatory. All requests from someone other than the employee regarding information contained in personnel files should be made in writing

to the Building Heads of Pine Lake Preparatory. The Campus Services Director will make known to the Board of Directors the request. The only information that will be released to outside sources without the written consent of the employee or a court order is:

- Dates of employment
- Job title or current position or, if no longer employed, last position held, and
- Final day of employment (if applicable)
- Or other information as dictated by North Carolina State Law

This includes all requests for referrals of former employees of Pine Lake Preparatory:

An employee or former employee can make a written request for Pine Lake Preparatory to release specific factual information -- such as performance rating, verification of salary or rate of pay, and reason for termination -- to an individual, school, school board, school system or company authorized by the employee to receive it.