

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Personnel File
POLICY NUMBER: 221

221.10 The District maintains a personnel file on each employee. Upon request any employee may inspect his/her own file. All personnel files are considered confidential and are made available to supervisors and employees with the express authorization of the General Manager. Nothing of a derogatory nature shall be placed in an employee's file without a copy being furnished to the employee. The employee's signature or a witness' signature verifying that the employee has seen the written material is required before placement in their personnel file.