

LIONSGATE ACADEMY

507 EMPLOYEE RIGHT TO INSPECT PERSONNEL FILE

Original Adoption Date: 11/19/2013

Revision Date(s):

Review Date(s): 11/2/2016, 11/5/2019, 11/9/2021

I. PURPOSE

The purpose of this policy is to provide employees with a general description of their right to inspect their personnel file.

II. GENERAL STATEMENT OF POLICY

Upon written request by an employee, Lionsgate Academy shall provide the employee with an opportunity to review the employee's personnel record. Lionsgate Academy is not required to provide an employee with an opportunity to review the employee's personnel file if the employee has reviewed the personnel record during the previous six months; except that, upon separation from employment, an employee may review the employee's personnel file once each year after separation for as long as the personnel file is maintained.

Legal References:

Minnesota Statutes 181.961