

## **River Valley Child Development Services**

### **PERSONNEL FILES PROCEDURE**

Effective: February 1, 2020

An employee will contact HR Coordinator, in writing, to request a physical copy of their personnel file, and set up a time to pick up the requested paperwork. No electronic copies will be sent out. The cost will be \$0.10 (ten cents) per sheet for current employees, and \$0.25 (twenty-five cents) per sheet for former employees. The first ten pages will be at no charge for current employees. Copies of files can be made available to employees but will only be released to third parties with a release, signed by the employee, a subpoena, or a court order.

