

**Riverside Cemetery District
Board Policy**

PERSONNEL RECORDS AND FILES

Policy 77

Employee(s) information is required by the District for implementing salary and other personnel policies, for budget and financial planning and for responding to appropriate inquiries about employees. To meet these needs, the District shall implement a system of personnel records maintenance control, under the following guidelines:

1. A personnel folder for each present and former full –time employee shall be accurately maintained in the District office. In addition to the application for employment and references, the folders shall contain records and information relative to compensation, payroll deductions, evaluations, and other pertinent information.
2. The Office Manager shall be the official custodian for personnel files and shall have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the Wyoming Public Records Act.
3. All personnel records are considered confidential under the law and shall not be open to public inspection. Access to personnel files shall be limited to persons authorized by the Board to use the files for the reasons cited above.
4. Each employee shall have the right, upon request, to review the contents of his or her own personnel file.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the employee and shall become part of the employee's personnel file.
6. Lists of district employees' names and home addresses shall be released only to governmental agencies as required for official reports, unless approval to do so is granted by the employees.

Adopted: 11/9/2004