

Section 5000 – Personnel

5300 Personnel Records

5300

One, official personnel file shall be maintained by the District for each employee. Personnel files kept by the District concerning employees shall be kept in a secured location and under the custodianship of the appropriate District supervisor. Complete personnel files of employees who have left the District shall be similarly kept. A permanent record of the employee's years of work, assignments, and salary/wage paid shall be kept in perpetuity.

Approved: June 29, 2009

LEGAL REF: MCL 15.231 *et seq.*; 423.501-512