2S. **Personnel Files**

Employee personnel files will be kept by Human Resources. All information contained in this file is confidential and will be kept in a secure location to which only the person responsible for maintaining the file has access. The contents of the Personnel File may be released only to those with a "need to know". The employee may review their own personnel file upon making a request to the HR Director, which review may be scheduled for a time that is convenient to both parties so long as it is not unreasonably delayed. The employee may also request a copy of anything in his or her own file. An employee may include a written statement of explanation or rebuttal to any performance appraisal material placed in their file.