
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Employee Files
POLICY NUMBER: 2140

2140.1 Contents of each employee's file shall be confidential with access limited to the following confidential employees, the District Manager, Assistant Manager, Administrative Manager, or Office Manager. The contents will only be disclosed upon verbal request of the employee to District management, to any District insurance carrier who has a legitimate right to such access, to legal counsel of the District, to hearing officers or other court officers who appropriately order disclosure, or to any person who by law has a right to access.

2140.2 Employees are only to examine their verbally requested file in the District office. Employee/Personnel files are to not leave the office unless requested by the District's Manager, the District insurance carrier who has a legitimate right to such access, to legal counsel of the District, to hearing officers or other court officers who appropriately order disclosure, or to any person who by law has a right to access.