

M. EMPLOYEE RECORDS

1. Subject to the provisions of this policy, an employee may review information found in the employee's personnel file. Such review shall be in the presence of the Director overseeing the Human Resource Department.
2. Records in an employee's personnel file relating to a possible criminal investigation will not be made available to the employee for review.
3. Employees are permitted to have copies of all or part of the information that the employee may access from the employee's personnel file. The copies will be made on Port premises. The file will not be permitted to leave the office.
4. If, after reviewing the employee's personnel file, there is a disagreement about any information found in that file, removal or correction of the information may be agreed upon by Greater Lafourche Port Commission and the employee. If Greater Lafourche Port Commission and the employee cannot agree upon removal or correction, the employee may submit a written statement explaining the employee's position. The statement will become part of the employee's permanent file and will be disclosed along with the disputed information should disclosure from the personnel file be made to a third party.
5. The Greater Lafourche Port Commission will retain employee personnel files for a minimum of three (3) years from the date of separation from service.