**TOWN OF PLATTSBURGH**

**TOWN BOARD SEMI- MONTHLY MEETING**

**March 17, 2022**

#### Resolution No. 022-xxx Personnel File Access Update

**WHEREAS**, the Town Board desires to maintain appropriate policy concerning

access to personnel files, and

**WHEREAS**, in 2009 the Town Board adopted the “Employee Personnel Files Access Policy” which authorized the Administrative Assistant access to the personnel files; and

**WHEREAS**, theAdministrative Assistant has submitted her intent to retire and access

to personnel files is no longer necessary; therefore, be it

**RESOLVED,** that the “Employee Personnel Files Access Policy” be amended to remove the position of Administrative Assistant as an authorized position to access personnel files; and be it further

**RESOLVED**, that a copy of this resolution be given to the Finance Manager.

**Motion:**

**Seconded by:**

**Discussion:**

**Yes No Absent Carried Tabled**

**Thomas E. Wood**

**Barbara E. Hebert**

**Charles A. Kostyk**

**Dana M. Isabella**

**Michael S. Cashman**