

PERSONNEL RECORDS

The District shall maintain a personnel file for each teacher, administrator, and non-certified staff member employed by the School District.

A. CONTENTS OF THE PERSONNEL FILE

The personnel file shall include all employment-related records and documents retained by the District concerning the employee, including:

1. Teacher/administrator certificates.
2. Standard test scores.
3. Academic records.
4. Application forms.
5. Oath of allegiance.
6. Retirement plan membership documents.
7. Attendance records.
8. Salary notices. (Terms of Employment) see 201.00 Page 3.
9. Appointment and tenure status records.
10. Annual Professional Performance Review Records and Scores
11. Final evaluation reports.
12. Commendations of the employee made by the administration or others, relating to work or community activities.
13. Directives and letters of correction written by the administration, with evidence that the employee signed them or was shown a copy.

B. LOCATION OF PERSONNEL FILES

The personnel file of Administrators and teachers shall be maintained in the District Office. The personnel file of all other staff shall be maintained in the Business Office.

C. ADDITIONS TO PERSONNEL FILE

1. No evaluation, commendation, complaint or suggestion shall be placed in the personnel file unless placed by the Superintendent and must meet the following requirements:
 - a. The Superintendent or the employee's supervisor must have notified the employee by letter or in person that the comment is available for inspection.
2. The employee shall sign or initial the final evaluation, commendation, complaint, or suggestion written about him to indicate that she/he has inspected it. If the employee refuses to sign or initial the document, the supervisor shall append a dated note stating that the employee saw the document, but refused to sign it.
3. The employee may offer a denial or explanation of the final evaluation, commendation, complaint, or suggestion. Any such denial or explanation shall become part of the document.

D. ACCESS TO PERSONNEL FILE

1. Access to a personnel file shall be permitted only to the following persons without the consent of the employee whose file it is:
 - a. Those school officials involved in the employee's evaluation process or employment status; and
 - b. The Board of Education, as required by its duties and responsibilities.
2. No other person shall have access to a personnel file unless:
 - a. The employee gives written consent for the release of his/her records. The written consent must specify the records to be released and to whom they are to be released. Each request for consent shall be handled separately; blanket permission for release of information shall not be used.
 - b. The records have been subpoenaed or are the subject of a court order.

E. PROCEDURE

The Superintendent or his/her designee shall have the responsibility for maintaining and preserving the confidentiality of employees' personnel files, and for granting or denying access.

F. TERMS OF EMPLOYMENT

All employees of the district terms of employment are spelled out in a negotiated contract or in a negotiated Memo of Understanding.

APPROVED: BOARD OF EDUCATION

DATE: June 14, 1988

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January 10, 2017

October 23, 2018