

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Certified Personnel: Employment

Section Title: Personnel Records

Sub-Section No. 402.12a

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Personnel materials will be contained in three separate, color-coded folders within the personnel file.

- A. Any and all material relevant to the evaluation of the employee will be placed in a green personnel folder.
- B. A manila employment folder will contain the employee's letter of application, district application, resume, transcripts and references. Transcripts and letters of reference are not considered public information and cannot be viewed by the public without explicit written permission of said employee. Confidential information such as credentials from closed placement files and original employment screening information may not be reviewed by the employee.
- C. An orange payroll folder will contain records such as routine payroll information. Some payroll information is public information.

Procedures for inspection and copying personnel files of any district employee will be as follows:

Inspection: All employee files will be available for inspection by the employee or by the employee's designee who will have the employee's specific written consent and authority.

1. All records inspections will take place during the administrative office's normal business hours and upon reasonable notice to the administrative staff.
2. The inspection will take place at the administrative office and will be observed and monitored by administrative office personnel.

Copying: If the employee requests copies of records contained in the file with the exception of letters of recommendations as defined in B, the district will make a good faith effort to copy those files within two working days.

1. The employee requesting the copies will pay a five cent (5¢) per page fee.
2. Notations will be made on each copy stating the source of the document that the employee (or the employee's designee) requested such copy, the date and the initials of the district official in charge of copying the records from the file.

Inspection and Copying Log: A log will be kept inside all personnel files containing information related to the inspection and/or copying of records from personnel files. The log will contain the date, the name of the individual requesting an inspection, whether or not copies were requested and the initials of the district official overseeing the inspection and/or copying of the records from the file.

Rebuttal: A district employee may, at any time, attach a written rebuttal to any document material or entry in that employee's personnel file. The rebuttal must be dated and signed by the employee before placement in the employee's personnel file.

Adopted: 4/14/03

Reviewed 2017