

POST FALLS SCHOOL DISTRICT NO. 273

Series 600: Non-Certified Personnel: Employment

Policy No. 602.6

Policy Title: Personnel Records

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It is the policy of the Board of Trustees that a personnel file shall be established and maintained at the district office for each non-certified employee. The following information shall be kept in the permanent personnel file located in the district office as well as other materials as determined by the superintendent or his/her designee:

1. Application and hiring forms
2. Information obtained through references
3. Sick, vacation and other leave records
4. Insurance/benefits records
6. Evaluations
7. Assignment records
8. Other pertinent records

The non-certified employee will receive notice of all materials placed in the employee's personnel file within thirty (30) days of the date of entry in the file, or within such longer period of time as circumstances may warrant.

The non-certified employee may attach a written rebuttal to materials entered in the employee's personnel file. The rebuttal will identify the material being rebutted and will be signed and dated by the employee. The rebuttal will be submitted to the district administration office within forty-five (45) days of the date of mailing (or date of personal delivery if not mailed) to the employee of the notice of entry of the material in the employee's personnel file.

Nothing herein shall limit the ability of persons to testify at any hearing regarding the subject non-certified employee's employment status with respect to recorded or unrecorded observations and/or conversations with or pertaining to the subject non-certified employee.

Legal References: IC 33-518

Date of Adoption: 3/10/87

Amended: 9/10/90, 4/8/96

Reviewed: 2011