

**Administrative Procedures for Policy #6040 (Personnel) of the Board of Education
Regarding Personnel Files**

- I. Process
 - A. The Human Resources Department shall be responsible for the maintenance, retention and confidentiality of personnel files.
- II. Guidelines
 - A. Employee information, with the exception of the employee's name, credential and certification information, current assignment, current salary, and dates of employment, is considered confidential and will be handled in accordance with this procedure and Policy 1740 Regarding Ethics.
 - B. Any employee shall have access to his/her personnel file. A former employee has no inherent right to view his/her personnel file, however, a retiree will be deemed to be an employee for the purpose of this procedure.
 - 1. An employee can access many items within his/her personnel file through the electronic Records system at any time.
 - 2. An employee may schedule an appointment with the Human Resources Director to review items that are not accessible to the employee in the electronic Records.
 - 3. Confidential information such as employment references and interview rating sheets will be excluded from the review of the personnel file.
 - 4. Files must be reviewed in the Human Resources Department in the presence of the Human Resources Director or designee.
 - C. An administrator, supervisor, or other employee may access an employee's personnel file on a need-to-know basis as it applies to his/her area of job responsibility and in accordance with Policy 1740 Regarding Ethics. Personnel files must be reviewed in the Human Resources Department and in the presence of a department representative. The file may not be removed from the Human Resources Department without authorization from the Director of Human Resources.
 - D. Absent a court order, third parties may not access information contained in employee personnel files without prior written consent of the employee. Spouses and relatives are considered third parties unless in possession of a valid Power of Attorney for the employee.
 - 1. An employee's legal representative is considered a third party.
 - 2. Exceptions will be made for survivorship activities associated with a decedent's estate.

- E. An employee who wants Calvert County Public Schools to release any confidential or personally identifiable information contained in his/her personnel file must submit a request in writing to the Director of Human Resources in accordance with Policy 1740 Regarding Ethics.