

PERSONNEL RECORDS

Information about staff is required for the daily administration of the school district, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting district, state, and federal educational reporting requirements. To these ends, the District maintains a comprehensive and efficient system of personnel records maintenance and control. These records are the property of the school district and are maintained for its purposes.

1. A personnel file will be accurately maintained in the central administrative office for each employee. These records will contain applications for employment, references, letters of reprimand, and information relative to compensation, payroll deductions, evaluations, and such other matters as may be considered pertinent to the purposes of this policy as cited above, and so required by law.
2. The Director of Personnel, under authority of the Superintendent, will be the manager of personnel files and will have the overall responsibility for maintaining and preserving the confidentiality of the files. This personnel official is responsible for granting or denying access to records on the basis of this policy and other pertinent requirements.
3. All personnel records will be considered confidential and not open to public inspection. Access to files will be limited to school officials authorized by the Director of Personnel to use the files for purposes of this policy as cited above. No other persons or agencies may have access to information in a staff member's file except when the staff member has given written consent for the release of specific information to a specific person or agency, or when such information is subpoenaed or ordered for release by a court of law.
4. Lists of district employee's names and home addresses will be released only to governmental agencies as required for official reports.
5. A staff member may have access to his own personnel file by appointment at reasonable times (i.e., during regular school office hours) but with the exception that access will not be granted to references provided to the district on a confidential basis prior to employment. The right of access includes the right to make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the staff member's file.

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Revised 3/23/15
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