PERSONNEL RECORDS: 5260P

1. Location

   The District shall maintain a personnel file for each of its staff members. An records pertaining to an employee's health and medical records shall be stored in a file separate from the personnel file.

2. Staff Member's Access to His/Her Personnel File

   Any staff member has the right to examine and copy materials from and/or have copies made of his/her personnel file or health and medical records file during regular business hours.

   The Superintendent or his/her designee must be present when a staff member is given access to his/her personnel file in order to offer the staff member assistance and interpretation of material contained in the file.

   The District shall establish a copy fee.

   Employees shall not have access to any pre-employment confidential references or college/university placement files marked confidential.

3. Access by Others to a Personnel File

   In addition to the Superintendent and his/her designee, members of the Board, when authorized through Board action, shall have access to staff personnel files.

   Any person authorized by a valid court order shall have access to personnel files.

   Principals and/or immediate supervisors may examine the files of staff employed in their building.

   Any individual who has the written permission of a staff member may request to examine the staff member's records.

4. Contents of Personnel File

   A personnel file may contain, but is not limited to, professional certificates, transcripts from colleges or universities, a record of previous employment, evaluations, professional assessment instruments, letters of recommendation and copies of district contracts.

   All materials in the personnel file must be related to the staff member's work, position, salary or employment status in the district. A staff member may petition that the Human Resources office review all information in the personnel file. The Assistant Superintendent for Human Resources/designee shall determine if there is any irrelevant information and shall remove all such from the file. If the staff member does not concur with the material that remains, the staff member may file a statement of rebuttal or correction to be placed into the file.

PERSONNEL RECORDS: 5260P

5. Adding Material

   The Superintendent is responsible for placing material in the proper personnel file within ten (10) days of receipt or origination of said material.

   All materials placed in a personnel file shall be signed and dated. When material is critical of a staff member, the person responsible for placing this material in the staff member's file must forward a copy of the material to the staff member. Any material critical of a staff member which is not shown to him/her within ten (10) days after being placed in his/her file shall not be allowed as evidence in any grievance or disciplinary action against such staff member.

6. Staff Member's Right to Object to Material Added

   Appeal. A staff member may appeal to the Superintendent for the removal of any material placed in his/her personnel file. This must be done by requesting a conference with the party involved for the purpose of examining the questioned material. If the staff member is not satisfied with the decision, he/she may file a grievance according to district policy.

   Rebuttal. A staff member has the right to submit a written statement of rebuttal relating to any material in his/her personnel file and have the written rebuttal placed within the file. A current or former staff member shall retain the right of rebuttal or correction for a period not to exceed two (2) years.