

GAB. PERSONNEL FILES

GAB1. Contents

The District will maintain a master personnel file for each employee in the District Administration Office. The Superintendent/designee will be the records manager for personnel files and will have the overall responsibility for maintaining and preserving the confidentiality of the files. An employee's supervisor or manager may elect to maintain a duplicate copy of the documents; however, this does not supersede or eliminate the need for the District to maintain the master personnel file. At the time of hire, each new employee will complete all government-required documentation, all District-required documentation, and, when applicable, documentation pertaining to such matters as benefit plans enrollment and beneficiary designations. Where required, the employee has the responsibility to provide a copy of his/her driver's license or any other required license or certificate. It is the responsibility of each employee to keep the **District** informed, in writing, of current address, telephone number, change of name, and any other information relating to employment status. Additionally an employee must notify his/her administrator/supervisor of any suspension, restriction, or revocation of his/her driver's permit, or other license or certification required for the performance of his/her job.

The contents for each employee's personnel file should include, at a minimum, the following:

1. Job description
2. Position's exempt/non-exempt status
3. Job application/résumé
4. Job offer letter
5. Employment contract/any agreement between the employee and the District
6. Signed acknowledgments, including, but not limited to, receipt of the District's policies and procedures, handbooks (i.e., employee, bus driver, coaches, etc.), new employee orientation checklist, and related documents
7. Enrollment documentation for District's sponsored benefits.
8. List of property issued (e.g., District-issued credit cards, uniforms, etc.)
9. Emergency contact information
10. Authorizations for release of information signed by the employee
11. Salary history record, including rates of pay and other forms of compensation
12. Driving records (if applicable)
13. Vehicle registration/insurance (if applicable)
14. Employment history of positions held including promotion(s), demotion(s), transfer(s), layoff(s), and termination(s)
15. Training/educational records including college transcripts
16. Performance evaluations
17. Performance improvement plan, letters of instruction and reports of coaching/counseling session

18. Documentation of verbal warning(s), written reprimand(s), and other disciplinary notice(s) and document(s)
19. Letters of recognition(s), commendation(s), and congratulation(s)
20. Separation checklists
21. Exit interview (unless confidentiality was guaranteed)

The personnel file should **not** include any of the following:

1. Grievances or the responses thereto
2. I-9 immigration form and supporting documents
3. General correspondence
4. Any document which describes a physical or mental condition of the employee or any other individual. Medical and related documents must be kept in a separate, locked file to which access is strictly limited to those in a business “need-to-know” position.
5. Child support documents
6. Workers’ compensation claims
7. Investigation reports and supporting documents, which were completed in compliance with current Negotiated Agreements, and due process procedures
8. Employment examination results (written and/or oral testing)
9. Employment interview questionnaires and supporting materials (including documentation of remarks by oral examiners)

All personnel records will be considered confidential and not open to public inspection, and access to files will be governed by the *Confidential Information Policy, GAC*.