

PERSONNEL FILES

The Lyon County School District will maintain a master personnel file for each employee in the District Office. The Superintendent or their 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 other required license or certificate.

It is the responsibility of each employee to keep the District informed, in writing, of changes in physical or mailing address, telephone number, name, or any other information relating to employment status.

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 (Certified personnel only)
5. Employment contract/any agreement between the employee and the District
6. Signed acknowledgments, including receipt of the District's policies and procedures, new employee orientation checklist, and related documents
7. Enrollment documentation for District-sponsored benefits
8. Emergency contact information
9. Authorizations for release of information signed by employee
10. Salary history record, including rates of pay and other forms of compensation
11. Employment history of positions held including promotion, demotion, transfer, layoff, and termination

12. Training/education records including college transcripts
13. Performance evaluations
14. Performance improvement plan, letters of instruction, and reports of coaching/counseling session
15. Documentation of oral reprimand, written reprimand, disciplinary notices and documents
16. Letters of recognition, commendation, and congratulations
17. COBRA notice (if employee was covered by District-provided insurance)
18. Exit interview (unless confidentiality was guaranteed)

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

1. Grievances or responses to grievances
2. I-9 immigration form, W-4 tax form or other supporting documents
3. General correspondence
4. Any document which describes a medical or psychological condition of the employee or any other individual. For positions designated “safety sensitive” by the District, necessary employee medical documentation will be kept in a separate confidential file with access restricted to those with a business “need to know”.
5. Investigation reports and supporting documents. These reports will be kept in a separate confidential file with access restricted to those with a business “need to know”.
6. Employment examination results beyond testing required by the District to meet minimum qualifications for the position in which they are employed.
7. Employment interview questionnaires and supporting materials, including comment sheets and notes made by the interview panel.

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

Policy #GAB
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