

## Board of Trustees Douglas County School District

## PERSONNEL

### PERSONNEL FILES

The orderly operation of the School District requires the retention of papers bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee. As a result, personnel files shall be maintained for each employee in the District in a legal, secure and confidential manner.

In accordance with federal and state laws and regulations, personnel records will be maintained at the District Office by the Director of Human Resources and his/her designee. Any employee who wishes to look at his/her file shall have the right to review their personnel file as permitted by state and federal law. All reviews of personnel files must be conducted in the presence of the Director of Human Resources or his/her designee by making an appointment with Human Resources at a mutually agreed upon time. Employees are not entitled to review letters of recommendation or material used to screen and test for employment. Upon request, employees will be provided copies of materials contained in their personnel file. The employee, Superintendent and the Director of Human Resources, or his/her designee, have access to an employee's personnel file at any time. Supervisors shall have access only to those files of employees who work immediately for them or are requesting transfer to an assignment under their supervision.

Employee personnel records are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel files be accessible to individuals other than the employee or district personnel.

Date Adopted: 08/12/80  
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