

Access to Employee Records

As a public agency, the Board of Trustees of the school corporation recognizes its obligations to provide for inspection of records which are a matter of public record. The personnel file and attendant work records shall not be available for public inspection except as required by the Indiana Open Door Law. In the event documents in the personnel file other than those related to a matter which has been subject to a final action by the Board are requested by a representative of any law enforcement investigative, judiciary body, or by any government agency, access to such documents shall be permitted and/or release of such records may be made only upon the written approval of the employee or upon the receipt of a subpoena, or properly issued discovery request under Indiana law.

Personnel files shall be open only to the certificated employee, in the presence of an employee designated by the school corporation; district administrative personnel; principal or his designated site administrator who actively participates in the evaluation of that employee; and to other agencies as authorized by law. Written authorization by the employee is required before any other person may examine the file. Personnel records shall not be taken out of the district office with the exception that the school corporation's attorney may remove them for school-related matters. The employee has a right to comment on any materials entered into his/her personnel file and to have these comments made a part of that file.

Confidential material originating outside the district, such as the confidential placement file and confidential reference papers are not considered to be a part of the employee's personnel file and will not be available for inspection by the employee.

Persons making verbal inquiries of the Personnel Department concerning employment status of employees shall be given verification of employment, length of employment, and the school or department in which the employee serves. Additional information may be supplied provided the request is in writing and the law requires the release of such information or the employee signs a written release authorizing such disclosure.

Directory information including address, phone number, and spouse's name, birth date, photograph, and gender may be released to insurance companies, annuity companies, and other agencies who provide services or benefits to employees of the corporation unless the employee makes a specific request that such directory information not be released.

Nothing in this policy is intended to preclude the corporation from supplying information it may legally be required to provide.

Board Adopted: July 14, 1980

Board Revised: March 14, 1988; April 9, 2001