

Personnel Records

The Fargo Public Schools shall maintain a personnel file for each employee. The Human Capital Department shall be responsible for the maintenance and safekeeping of personnel files. The Superintendent or their designee shall develop guidelines regarding the content of personnel files and procedures for review of such files.

Content

1. Information within district personnel files shall include but not be limited to:
 - A. Application for employment
 - B. Annual contracts
 - C. Payroll information
 - D. Insurance and other forms required for the administration of employee benefit programs
 - E. Performance evaluations
 - F. Improvement plan information with timeline
 - G. License documents
 - H. Information required by law
2. Records pertaining to medical treatment or use of an employee assistance program are not part of the personnel record and will be maintained separately. In accordance with NDCC 44-04-18.1(1) medical and employee assistance program records are confidential and shall only be released as authorized by law or pursuant to the written consent of the employee.
3. Letters of commendation will be included in a personnel file after the employee has reviewed the correspondence and had an opportunity to obtain a copy if desired.
4. In accordance with NDCC 15.1-17-04, if a complaint is filed against a teacher or against an individual for whom the teacher is administratively responsible, and the complaint is to be placed in the teacher's personnel file, the school principal, administrator, or school district superintendent shall inform the teacher of the complaint.
5. Employees may add items to their personnel file relevant to their job performance so long as the Superintendent or their designee deems the material appropriate.
6. The Superintendent or their designee may remove material from the personnel files that has been determined to be irrelevant, inappropriate, or outdated. Evaluations and other materials related to job performance will not be subject to removal.
7. Employees may request an administrative review of items in their file or items to be placed in their file which they consider to be in error or inappropriate. The decision of the Officer of Human Capital may be appealed to the Superintendent. If the employee is dissatisfied with the result of the administration's review, the employee is entitled to,

upon written request, receive a formal review before the Board of Education regarding the placement of the material in the file.

Access

1. Personnel records are open records per NDCC 44-04. Except for confidential and exempt information, the contents of personnel records will be provided to requesters upon receipt of a properly submitted open records request.
2. Employees may review their own personnel file during regular business hours by making an appointment through the staff of the Human Capital Department. The Officer of Human Capital or their designee will be present during the review. No material may be removed from the file. Material may be copied or scanned electronically.
3. Supervisors and principals may review the personnel files of employees under their supervision.
4. Files may not be removed from the Human Capital Office under any circumstance.

Legal Reference:
NDCC 15.1-17
NDCC 44-04-18.1

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