

Descriptor Term: PERSONNEL RECORDS

Descriptor Code: GAK

Rescinds: GAK

Board Approved: 11/16/2015

Previously Approved: 6/26/2006

The Superintendent will cause to be developed and implemented a comprehensive system of personnel records to include:

1. A personnel record for each employee, to be maintained by the district administration office. Each personnel record will contain the application for employment and references of the employee as well as information relative to compensation, current data or credentials required for employment, accurate record of employee's work experience, payroll deductions, evaluations, and other pertinent material. Payroll deductions will be maintained in the payroll and insurance offices.
2. Personnel records may be a collection of both paper and electronic communications and documents related to the employment of an employee.
3. Performance ratings will be considered confidential. They will not be open for public inspection.
4. Each employee will have the right, upon written request, to review his/her personal record except for confidential references. The employee and a personnel office staff member will be present.
5. Files containing medical records will be kept separate from other personnel records.

Personnel records and applications for employment in the possession the Board, except those which may be released to the person who made the application or with the prior written consent of the person who made the application, will be exempt from the provisions of the Mississippi Public Records Act of 1983.