

PERSONNEL FILES

The Lyon County School District maintains job-related information for each employee throughout the course of employment. It is District's policy to operate effectively and efficiently, in a manner that encourages transparency in government in compliance with all applicable laws, and in so doing to protect confidential information from disclosure to the extent allowed by law. As such, it is the District's policy that personnel files are confidential to the extent such files contain personal information subject to a nontrivial privacy interest, including specifically but without limitation Nevada's Public Records Act (NPRa). Such information is subject to nondisclosure. To that end, the District strives to maintain accurate and complete personnel records. Employees must promptly notify the District of any changes to their personal information, such as address, telephone number, legal name, marital status, and number of dependents. Records are retained and destroyed in accordance with District policies and schedules published by the Nevada State Library, Archives and Public Records as well as other applicable laws governing record retention.

The types of files which may be maintained include:

- General employee personnel records such as application/résumé, job offer letter(s) or contract(s), job description, signed acknowledgment forms and/or agreements, performance records, disciplinary documentation, training records, and other job-related documents.
- Documents related to recruitment and selection for each position filled such as job announcements, applications and résumés, and interview questions and notes.
- Information regarding an applicant's background such as reference checks, conviction records, and credit histories.
- Form I-9 for each employee (and supporting documentation, if retained).
- Records related to pay including but not limited to timesheets, attendance records, payroll records, tax records (including W-4 forms), payroll deductions, direct deposit information, and wage garnishments.
- Files related to safety including but not limited to: safety training records; occupational injury and illness reports; workers' compensation reports (no names listed); and reports related to exposure to toxic substances and/or blood-borne pathogens.
- Information regarding medical or psychological conditions or diagnoses such as doctor's note, Family and Medical Leave Act (FMLA) forms, workers' compensation forms, and drug/alcohol test results.
- Documents related to an investigation including copies of complaints, investigation reports, witness statements, investigation notes, notices given to employees, and other related documents.
- Documents related to a grievance including, but not limited to copies of grievance form; employee's request/appeal for grievance; witness statements and interview notes; copies

of each response to the grievance from the organization; copies of requests from employee/union to advance the grievance to the next level in the appeals process; copies of all correspondence sent/received regarding processing the grievance; and other related documents.

The District will maintain a master personnel file for each employee in the District Administration Office. The Superintendent/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 maintained at the District Administration Office.

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.