

Title: Employee Records

The District shall maintain and retain employees' personnel records. The records shall include, but not be limited to:

1. Employment application, résumé and references
2. Personal information including, but not limited to, name, address, telephone number, emergency numbers, birthdate and spouse
3. Copy of the employee's license or certificate (if applicable)
4. Record of job assignments
5. Appraisals/professional growth goals and evaluations
6. Salary information
7. Educational transcripts (if appropriate)
8. Records of disciplinary matters
9. Employment contract (if applicable)
10. Other items as needed to carry out Board policy.

Employee health and medical records shall be kept in a record separate from the employee's personnel records.

Employee personnel records are District records and may be considered confidential records under the law and therefore may not be open to public inspection or accessibility. If considered confidential, employee personnel records will be accessible to individuals other than the employee or authorized school officials only when the employee has signed consent upon court order or as otherwise provided by law.

Authorized District officials who shall have access to an employee's records without the written consent of the employee include, the Superintendent, Board Secretary, human resource staff, principal and the employee's supervisor.

Employees may have access to their personnel records, with the exception of letters of reference, and may copy items from their personnel records at a time mutually agreed upon between the Chief Human Resources Officer and the employee, and in the presence of the Executive Director or designee. The District may charge a reasonable fee for each copy made. Board members will only have access to an employee's record without the consent of the

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employee when it is necessary because of an employee related matter before the Board or for the conducting of other Board business.

The Chief Human Resource Officer shall be the custodian for employee personnel records, except for the Superintendent's personnel record which will be maintained by the Administrative Assistant to the Superintendent. The Chief Human Resource Officer and the Board Secretary shall have the overall responsibility for maintaining and preserving the confidentiality of employee personnel records. The following records shall be retained pursuant to State of Iowa requirements as follows:

60 years:

Applications and resumes of those hired
Results of tests/placements of those hired
Resignations and reasons for termination
IPERS claims
Evaluations, continuing education records, employee medical exams

10 years:

Employment contracts
Negotiations materials
Nonpayroll personnel records (After leaving the District)

5 years:

Unemployment claims
Job postings
Mentoring and induction plan information

4 years:

EEO-4 reports

3 years:

Garnishment records beyond closure
Health insurance payments and claims

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Applications and resumes of those not hired

Family medical leave forms

Leave forms

Permanently:

Job descriptions

Other:

EEO Plans as long as current

Enrollments for direct deposit, insurance as long as current

Cross References:

Legal References:

Iowa Code Chapters 22, 91B.1, 279.8

Approved: Nov. 17, 1987

Reviewed: _____

Revised: March 22, 2005

March 30, 2010

April 28, 2015

March 28, 2023