Title: **Personnel Files**
Code: 324
Book: Policy Manual
Section: 300 Employees

Purpose

It is necessary for the orderly operation of the school district to maintain a file for the retention of all papers bearing upon an individual's duties and responsibilities as an employee of the district.

Authority

The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and State statutes, local benefit programs, and conformance with district rules and evidence of completed evaluations.

Delegation of Responsibility

The Board delegates the establishment and maintenance of official personnel records to the Superintendent. A central file shall be maintained; supplemental records may be maintained for ease in data gathering only.

Only that information which pertains to the professional role of the administrative employee and is submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. Personal records shall be available to the Board.

Administrators shall have access to their own file, except that certain information in the file shall be available for review by the employee. Personnel wishing to review their own records shall review the record in the presence of the administrator designated to maintain said records, or his/her designee; and make no alterations or additions to the record, nor remove any material therefrom.

Personnel wishing to appeal material in their record shall make a request in writing to the administrator delegated to maintain the records and specify therein: name and date, material to be appealed, and reason for appeal.

The Superintendent shall prepare guidelines defining the material to be incorporated into personnel records.

Upon initial employment, the file shall contain a completed employment application form; a copy of teaching certificate, where applicable; transcripts; recommendations; retirement registration; and hospitalization forms.

During the period of employment, the following data shall be maintained in personnel files: rate of compensation; completed copy of the employment contract, where applicable; attendance record; completed evaluations; disciplinary incidents and special awards or distinctions; in addition to the data required upon initial employment.

Adopted: **October 21, 1981**