No. 4020
SECTION: PERSONNEL
TITLE: PERSONNEL FILES

ADOPTED: 2/15/71
READOPTED: 1/29/14;11/15/16;8/20/19;
2/16/21;05/20/25
REVISED: 11/15/88;2/1/00;
5/25/04;5/15/06;6/21/10;
1/6/15

OXFORD AREA SCHOOL DISTRICT

Orderly operation of the school district requires maintaining personnel files for the retention of all records relative to an individual's duties and responsibilities and other pertinent information as a district employee.

The Board requires that sufficient records be maintained to ensure:

1. An employee's qualifications for the job held
2. Compliance with federal and state requirements and local benefit programs
3. Conformance with district policies and rules
4. Evidence of completed evaluations

The Board delegates the establishment and maintenance of official personnel records to the Director of Human Resources, who shall prepare guidelines defining the material to be incorporated into personnel files.