AR-4112.6
AR-4212.6
AR-4312.6

ALL PERSONNEL - PERSONNEL RECORDS

Wrangell Public Schools will implement a comprehensive and efficient system of personnel records utilizing the following guidelines:

1. A personnel folder for each district employee shall be accurately maintained in the district office.

2. A separate, confidential employee health/payroll file shall be maintained for all employees and secured per Human Resource standards.

3. In addition to the initial application for employment and supporting material and references, such folders shall contain information relative to compensation, payroll deductions, evaluations, and such other information as may be considered pertinent.

4. All personnel records of district employees shall be confidential. They shall not be open for public inspection. The superintendent shall take the necessary steps to safeguard unauthorized use of all confidential material.

5. Each employee shall have the right, upon request, to review the contents of his or her own personnel file, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected with the district.

6. Lists of district employees' names and addresses shall be released only to governmental agencies as required for official reports.

7. Employee records (Personnel and Health/Payroll files) shall be retained according to the District's adopted Records Retention Schedule.

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