

Series 3000 Personnel

Section 3100 General Provisions

Policy 3105 Personnel Records

3105.1 Maintenance of Records

The superintendent of schools shall cause to be maintained a personnel file for each employee employed by the board. The personnel files include the following sections:

- 3105.1.1 Evaluation section: The evaluation section shall include all complaints against and commendations of the employee, written suggestions for corrections and improvements, and evaluation reports made by the administration.
- 3105.1.2 Supplementary section: The supplementary section shall include teacher certificates, health certificates, standard test scores, academic records, pre-employment references, application forms, birth certificate, current address and telephone number.

3105.2 Additions to the Evaluation Section

No complaint, commendation, suggestion, or evaluation may be placed in the evaluation file unless it meets the following requirements:

- 3105.2.1 The comment is signed by the person making the complaint, commendation, suggestion, or evaluation and
- 3105.2.2 The superintendent or employee's principal or supervisor has notified the employee in writing or in person that the comment is available in the superintendent's office for inspection prior to its placement in the employee's personnel file evaluation section.
- 3105.2.3 An employee may request, in writing, that an item or items in his/her file be removed or amended.

- 3105.2.4 Upon a request for removal being made, a meeting shall be held between the employee and the appropriate official in order that the employee may respond to the item and have the opportunity to request amendment or removal of any inaccurate or invalid information as may be found within the employee's personnel file.
- 3105.2.5 The superintendent shall review the employee's request and all pertinent information. Based upon his investigation of the matter, the superintendent shall make a recommendation to the board whether to remove the item or to leave the item in the file.
- 3105.2.6 The board shall vote on the superintendent's recommendation and the decision of the board of education will be final.
- 3105.2.7 The employee may offer a denial or explanation of any complaint, commendation, suggestion, or evaluation and any such denial or explanation shall become a part of the evaluation section of the employee's personnel file.

3105.3 **General Access to the Employee's Personnel File**

Access to an employee's personnel file may be given to the following persons without the consent of the employee:

- 3105.3.1 The superintendent, assistant superintendent, supervisor of personnel, general counsel, the principal, and the employee's immediate supervisor.
- 3105.3.1.1 Board of education members can have access to employee personnel files in the performance of their mandated responsibilities while meeting in official session(s). All requests shall be coordinated through the superintendent of schools.
- 3105.3.2 No other person may have access to an employee's personnel file except under the following circumstances:
- 3105.3.2.1 When the employee gives written consent to the release of the records. The written consent must specify the records to be released and to whom they are to be released. Each request for consent must be handled separately; blanket permission for release of information shall not be accepted.
- 3105.3.2.2 When subpoenaed or pursuant to a valid court order.

3105.4 **Employee Access to Personnel File or Evaluation File**

3105.4.1 Any employee may have access to his/her own personnel file at all reasonable times; i.e., during regular office hours. The right to access includes the right to make written objections to any information contained in the file. Any written objection must be dated and signed by the employee and it shall become part of the personnel file.

3105.5 **Procedures**

3105.5.1 The superintendent shall be the records manager for personnel files and shall have the overall responsibility for maintaining and preserving the confidentiality of personnel files. He/she may, however, designate another staff member to perform the duties of the records manager. The records manager is responsible for granting or denying access to records on the basis of these regulations.

