

Personnel Records

Staff Member's Access to His/Her Personnel File

Any staff member has the right to examine and copy materials from and/or have copies made of his/her personnel file during regular business hours.

The district may establish a copy fee.

Access by Others to a Personnel File

Any person authorized by a valid court order will have access to personnel files.

Principals and/or immediate supervisors may examine the files of staff employed in their building.

Any individual who has the written permission of a staff member may request to examine the staff member's records.

Contents of Personnel File

All material in the personnel file must be related to the staff member's work, position, salary or employment status in the district. An employee may request to review all information in their personnel file. If there is any information that the employee believes is irrelevant, the employee may request that the material be removed from the file. Human Resources will review the request and inform the employee of its determination regarding removal of the material. If the employee does not concur with Human Resources' decision, the staff member may file a statement of rebuttal or correction which will be placed in the employee's file..

Adding Material

When evaluations or disciplinary documents are to be placed in the personnel file, the person responsible for placing this material in the employee's file must provide a copy of the material to the employee. At any time, an employee has the right to add job performance information to his personnel file.