

SECTION: PROFESSIONAL
EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: FEBRUARY 19, 1996

REVISED:

Lebanon School District

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| | 424. PERSONNEL FILES | 1 |
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| 1. 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 employe of the district. | 4 5 6 7 8 |
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| 2. Authority | The District shall develop and keep on file in the District office, a personnel file for each employe. | 10 11 12 |
| | Each employe, upon notification of employment, shall be required to furnish pertinent information necessary for the effective administration of the District. | 13 14 15 16 17 |
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| 3. Definition | The term, "personnel file" is defined to include the following records and/or information: The employment application; wage or salary information; notices of commendation, warnings, or discipline; authorization for a deduction or withholding of pay; fringe benefit information; leave records; employment history; job title; dates of changes; attendance records; performance evaluations; teaching certificates; transcripts of credits and grades; retirement and social security records; health records; and such other records and information the Superintendent may require. | 19 20 21 22 23 24 25 26 27 28 29 30 |
| | The term, "personnel file" shall not include records of an employe relating to the investigation of a possible criminal offense; letters of reference; documents which are being developed or prepared for use in civil, criminal, or grievance procedures; medical records; materials which are used by the employer to plan for future operations; or information available to the employe under the Fair Credit Reporting Act. | 31 32 33 34 35 36 37 38 39 40 |
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4. Access

A regularly employed professional or temporary professional employe shall have the right to review the contents of his/her personnel file upon making a request to the Superintendent or his/her designee. No separate personnel file, which is not available for the employe's inspection, shall be established.

The District shall make the personnel file available during the regular business hours of the District Office, when sufficient time is available during the course of a regular business day, provided that the records may only be inspected during times when the employe is not assigned to instructional responsibilities or other duties and/or activities.

The employe shall be required to sign a statement stating that s/he has inspected the personnel file and the date of inspection.

In the event there is a question regarding the identity of the person requesting access to a personnel file, the District shall require a written request for access to the file. Such requests may require the person seeking access to state what particular part of the personnel file it is desired to inspect and the purpose of the inspection. In order to avoid disclosure to ineligible individuals, the District may require any additional identification necessary to confirm identity.

5. Security and Safety

Employes may not remove their files, or any part of their files, from the District office. Employes are entitled to take notes, but may not mark or otherwise change or alter the records in the personnel file.

Inspection of the files shall be done only in the presence of district office employe designated by the Superintendent.

The District must allow sufficient inspection time, commensurate with the volume content of the file.

Records contained in the file may not be photocopied, except with the consent of the Superintendent.

The personnel file is a District file and as such, the property of the District. The Superintendent or his/her designee will make sole determination of the contents of the file.