

Public Access to Personnel Records

Personnel records shall be maintained in three areas. The Business Manager will maintain those records required for payroll purposes and for record keeping under the Fair Labor Standards Act and other laws. All other personnel records will be maintained in the Human Resources Office and the principal's office of the building in which primarily employed.

The principal shall keep a personnel file for each employee, certificated and classified. Included in the file will be a Record of Access that includes the date of review and identity of persons reviewing the file, if they choose to identify themselves. The file must be open and accessible during reasonable hours of the District.

The personnel file shall be maintained and shall be available for review by members of the public during school hours under the following procedures:

1. The request to view an employee's record may be made in writing, in person, or by telephone. Written requests shall become a part of the file.
2. The file may be viewed in the Human Resources Office or the principal's office. A school district employee, other than the employee whose file is being reviewed, shall be present during the review of the file to maintain the security of the file's content.
3. A copy may be mailed to the person requesting to view the file if that person so chooses.
4. Copies of any documents in the file will be made upon request and at reasonable charge to the person requesting them. The charge may include the cost of materials, use of equipment, and labor for making the copies, but not time spent in locating the file. The cost of mailing may also be included in the charge if the copy is to be mailed. This charge shall be applied uniformly and without discrimination.
5. The employee shall be notified that a file has been reviewed within a reasonable period of time.
6. The Superintendent may seek legal advice on matters pertaining to the review, but access may not be unreasonably delayed.

Records of medical treatment or use of employee assistance programs are not a part of the personnel record and shall not be released without the written consent of the employee.

The Business Manager will maintain the superintendent's file and review of the superintendent's file shall follow the same procedure as described above. The School Board President or another board member or their designate shall be present during the viewing of the file.