

Personnel Records

Personnel files shall be maintained for all employees. Payroll and human resources information will be kept in the central office and performance evaluations and other current files will be kept in the employee's home school.

The location and content of the files for the employees is as follows:

Teachers

Each teacher has three personnel files. These files are located at their home school, in the payroll office, and in the human resources office. Content of each file is listed below. Upon termination of employment the three files are consolidated into one file and stored in the vault in the Administrative Offices.

School Building

1. Disclaimer form (employee handbook)
2. Information on attendance at required district training
3. Letters from parents, students, etc. concerning the teacher
4. Performance evaluations
5. Information of a positive nature including information indicating special competencies, achievements, performance or contributions
6. Records of any disciplinary actions taken against the employee including written warnings, demotions, suspensions without pay, etc.)

Payroll

1. Authorizations for payroll deductions
2. Direct deposit authorization form (if completed)
3. Employee information form
4. Insurance forms
5. Leave of absence forms
6. Retirement forms

7. W-4 form

Human Resources

1. Application materials
2. Offer letter
3. Information for salary schedule placement and advancement
4. Teacher certification information
5. Personnel information form
6. Requests and approval of leave (more than two days of personal leave, leave of absence, sabbatical leave, leave without pay)
7. Family and medical leave and medical information are kept in a separate file because this information is confidential

Support Staff

Each support staff employee has three personnel files. These files are located at their home school or location, in the payroll office, and in the human resources office. Upon termination of employment the three files are merged and stored in the vault in the Administrative Offices.

School Building

1. Disclaimer form (employee handbook)
2. Information on attendance at required district training
3. Letters from parents, students, etc. concerning the employee
4. Performance evaluations
5. Information of a positive nature including information indicating special competencies, achievements, performance or contributions
6. Records of any disciplinary actions taken against the employee including written warnings, demotions, suspensions without pay, etc.

Payroll

1. Application form and materials
2. Authorization for payroll deductions

3. Direct deposit authorization form (if completed)
4. Employee information form
5. Insurance forms
6. Retirement forms
7. W-4 form

Human Resources Office

Family and medical leave and medical information are kept in a separate file because this information is confidential.

Administrators

Each administrator has two personnel files. These files are located in the payroll office and in the Superintendent's office. Upon termination of employment the two files are merged and stored in the vault in the Administrative Offices.

Payroll

1. Authorizations for payroll deductions
2. Direct deposit authorization form (if completed)
3. Employee information form
4. Insurance forms
5. Retirement forms
6. W-4 form

Superintendent's Office

1. Application materials
2. Letter of offer
3. Disclaimer form (employee handbook)
4. Information on attendance at required district training
5. Letters from parents, students, etc. concerning the employee
6. Performance evaluations

7. Information of a positive nature including information indicating special competencies, achievements, performance or contributions
8. Records of any disciplinary actions taken against the employee including written warnings, demotions, suspensions without pay, etc.
9. Medical information will be kept in a separate file in the Superintendent's office

Miscellaneous Information

Placement of information in personnel files:

Any information addressing an employee's performance or character will not be placed in the personnel file unless the employee has had the opportunity to read the material. The employee should sign the actual copy to be filed with the understanding that the signature merely signifies that the employee has read the material and does not necessarily indicate agreement with the content. If the employee refuses to sign the copy to be filed, the administrator should indicated on the copy that the employee was shown the material, was requested to sign the material, and refused to sign the copy.

Administrators may maintain written notes or records of the employee's performance separate from the personnel file for the purpose of preparing evaluations or possible disciplinary action.