



SECTION: EMPLOYEES

POLICY: 324

**TITLE: REVIEW OF PERSONNEL
FILE**

ORIGINAL: February 7, 2022

CURRENT REVISION:

**LAST REVIEWED BY THE
ADMINISTRATION:**

ADMINISTRATIVE GUIDELINES

- A. It is best practice in human resources to ensure that the personnel files of all district employees contain all required and appropriate employment related documents.
- B. The Director of Human Resources will be responsible for the maintenance and security of the personnel files of all district employees.
- C. To maintain confidentiality of all pertinent records, access to an employee's personnel file will be restricted.
- D. Each employee is responsible for submitting current certification and degree information for inclusion in his/her personnel file.
- E. No material critical to an employee's conduct, service, character or personality will be placed in an employee's file unless the employee has had the opportunity to read the material. The employee will acknowledge that s/he has read the material by signing the copy to be filed, with the understanding that such action does not indicate the employee's agreement with the contents. The employee has the right to respond in writing and to have that response attached to the file copy.
- F. No anonymous communication will be placed in an employee's personnel file.
- G. Personnel File Contents
 - a. The personnel file for each district employee may include but not be limited to the following documents:
 - i. Completed employment application form, position posting or vacancy advertisement, copy of Board minutes or meeting date when Board approved employment, and other related employment documents.
 - ii. Copy of appropriate certificate, when applicable.
 - iii. Transcripts.
 - iv. Recommendations.
 - v. Retirement registration.
 - vi. Benefits enrollment forms.
 - vii. Annuity forms.
 - viii. Insurance beneficiary forms.
 - ix. Form W-4.
 - x. Criminal history and child abuse clearance statements, Arrest or Conviction Report and employment history verification records.

- xi. Statement of Financial Interest, where required.
 - xii. Rate of compensation.
 - xiii. Completed copy of employment contract, when applicable.
 - xiv. Continuing education, training and professional development documents.
 - xv. Attainment of advanced degrees and effect on compensation.
 - xvi. Copy of driver's license, when required to drive motor vehicle as part of employment.
 - xvii. Attendance record.
 - xviii. Completed and signed evaluations and observations.
 - xix. Disciplinary incidents.
 - xx. Special awards or distinctions.
 - xxi. Other documents to employee with copy reference to personnel file.
 - xxii. Communications to employee from administrator with copy reference to personnel file.
- b. A completed I-9 Immigration Form is a required personnel record for each employee but is kept in a file separate from the personnel file.
 - c. Employees' medical records are kept in a file separate from the personnel file.
- H. Inspection of Personnel Files
- a. Each district employee has the right to inspect his/her personnel file, in accordance with Board policy and the following procedure:
 - i. The employee will submit a request in writing to the Director of Human Resources.
 - ii. A mutual time will be arranged, without undue delay for viewing in the Human Resources Department at Central Office.
 - iii. The designated staff member will remove confidential information not available to the employee, such as pre-employment material from placement office, letters of recommendation, and correspondence from former employers.
 - iv. The employee will inspect the file in the presence of an administrator or designated staff member responsible for maintaining personnel files.
 - v. The employee may take notes about items in the file.
 - vi. The employee will make no alterations to the records, nor remove any material.
 - vii. Upon request, a copy of any item in the file will be provided to the employee at a rate of \$.25 per copy.
 - viii. If an employee believes there is an error in a document in the file, s/he may attach a written statement to the document.
 - ix. The designated staff member present at inspection will sign the Records Inspection Form.
 - x. The employee and staff member present at inspection will sign the Acknowledgment of Inspection of Records Form.
- I. The Director of Human Resources may approve the inspection of an employee's personnel file by:
- a. District administrator with a direct supervisory relationship to the employee.
 - b. Designated staff member responsible for maintaining personnel files.
 - c. Individuals designated in writing by the employee.
 - d. Legal authorities, upon receipt of a subpoena.
- J. Copies of employee records will be sent to outside agencies only upon written request of an employee, in accordance with applicable law or regulation, or upon receipt of a subpoena.