

Personnel

SUBJECT: EMPLOYEE PERSONNEL RECORDS AND RELEASE OF INFORMATION**Personnel Records**

The Board of Education directs the Superintendent to maintain a personnel file for ~~each teacher, administrator and support staff member~~ every board-appointed individual employed by the District. The file may be in paper or electronic format.

The Board also directs the Superintendent to maintain regulations and procedures governing the inspection by District employees of their personnel files.

The District may place in the personnel file of any employee material relevant to that person's performance of duties provided, however, that said material is placed in the file in accordance with the following provisions:

- a) The official District employee personnel file shall be maintained in the central office. Employees have the right, upon request, to review the contents of their files. An employee ~~shall be~~ is entitled to have a personally selected representative accompany ~~him or her~~ them during such review. Portions of an employee's file, excluding reference or information obtained in the process of evaluating the employee for initial employment, are available in electronic format and can be viewed at any time by the employee using password-protected access.
- b) No material, excluding reference and information obtained in the process of evaluating the employee for initial employment, which is derogatory to an employee's conduct, service, character or personality shall be filed unless the employee has had an opportunity to examine the material. The employee must affix ~~his/her~~ their signature on the actual copy to be kept with the understanding that such signature merely signifies that ~~he/she has~~ they have examined the materials. Such signature does not necessarily indicate agreement with its content.
- ~~c) Upon receipt of a written request, the employee shall be furnished a reproduction of any materials, excluding reference or information obtained in the process of evaluating the employee for initial employment.~~

Release of Personnel Information

All steps should be taken to protect the privacy of the employees of the Board of Education. To ensure the individual's privacy, directory or confidential information should not be shared with a third party except in the following situations:

- a) When members of the Board of Education need information from the employee's personnel record to aid them in performing their legal responsibilities in such matters as appointments, assignments, promotions, demotions, remuneration, discipline, dismissal or to aid in the development and implementation of personnel policies.
- b) When the employee grants permission.

(Continued)

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(Cont'd.)**

Procedures for obtaining consent for release of records to third parties shall be developed by the administration.

Release of Information Concerning Former Employees

The District shall not release information concerning the employment records, personnel file or past performance of a former employee, unless such information is required to be disclosed by law. Only the initial and final dates of employment and the position held shall be provided by the central office to a third party. ~~through a written response to a written request.~~ The former employee may authorize the release of any additional information.

Adopted: 8/5/96

Revised: 7/6/98