

PERSONNEL

Certificated and Classified Staff Personnel Records

Location

The district shall maintain a personnel file for each of its staff members.

Staff Member's Access to His/Her Personnel File

Any staff member has the right to examine and copy materials from and/or have copies made of his/her personnel file during regular business hours.

1. The superintendent or other designees must be present when a staff member is given access to his/her file in order to offer the staff member assistance and interpretation of material contained in the file.
2. The district shall establish a copy fee.

Access by Others to a Personnel File

1. In addition to the superintendent and other designees, a member of the board of directors shall have access to personnel files.
2. Any person authorized by a valid court order shall have access to personnel files.
3. Building principals and/or immediate supervisors may examine the files of staff employed in their building.

Contents of Personnel File

A personnel file may contain, but is not limited to, transcripts from colleges or universities, information allowed by statute, a record of previous employment, evaluations, professional assessment instruments, letters of recommendations and copies of district contracts. All material in the personnel file must be related to the staff member's work, position, salary or employment status in the district.

Adding Material

The building principal, immediate supervisor and superintendent or his/her designees are responsible for placing materials in the proper personnel file within ten (10) days of receipt or origination of said material. All materials placed in a personnel file will be signed and dated. When material is critical of a staff member, the person responsible for placing this material in the staff member's file must forward a copy of the material to the staff member.

Investigative File

The district shall maintain an investigative file containing all documents relating to instances of sexual misconduct by a district employee that are substantiated by the district. At the conclusion of the district's investigation of allegations of sexual misconduct by an employee, that employee may review the investigative file and attach rebuttals to any documents as the employee deems necessary.

Upon receiving a request from another school district for disclosure of information and documents on sexual misconduct concerning a current or former district employee, accompanied by consent to such disclosure and a release of liability signed by such employee, the district shall provide the requesting school district with a copy of any investigative file or any other documents related to allegations of sexual misconduct that have been substantiated. The district shall comply with such a request within 20 business days after receiving the request.

Retention of Documents on Verbal or Physical Abuse or Sexual Misconduct

The district shall not agree to remove or expunge documents concerning a current or former employee's verbal or physical abuse, or sexual misconduct, from any district file or to otherwise suppress information about verbal or physical abuse, or sexual misconduct by a current or former employee. However, the district may remove or expunge documents about alleged verbal or physical abuse or sexual misconduct that has not been substantiated.

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