

The district may maintain personnel records on employees. These records are important for the meeting of the district's overall goals and objectives and mission statement, the daily administration of the educational policy, and meeting state and federal legal requirements.

Each employee's personnel file may include any documentation relating to the employee, including but not limited to, personal information regarding the employee, employee discipline records, employee evaluations, and salary records, and other documentation necessary to carry out the daily administration of the district.

Each employee's personnel file and the contents of such are district records and are considered confidential records, and therefore, are not generally open to public inspection or accessibility.

Employees may have access to their individual personnel files as required by law. Other school administrators and board members will have access to an employee's personnel files as permitted by law.

It shall be the responsibility of the superintendent to keep employee's personnel files current. The board secretary shall be the custodian of the employee personnel files, and all other employee records.

It shall be the responsibility of the superintendent to develop administrative regulations for the implementation of this policy.

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Dates of Revision: 09/22/08; 4/22/13

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