Policy Title: **Employee Records** Policy #404.0

The district may maintain personnel records on employees. These records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and meeting state and federal legal requirements.

Each employee's personnel file may include any documentation relating to the employee, including by not limited to, application for employment, references, 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. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their individual personnel files, with the exception of letters of reference, as required by law. Employees may copy items from the personnel file at a time mutually agreed upon by the employee and superintendent. The school district may charge a reasonable fee for each copy made. Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the board.

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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Reviewed: 9/28/15