

AR GBJ-R Personnel Records and Files

Issued ~~6/13~~ 00/21

Maintenance of records

The personnel file will be maintained by the district's office of human resource services. The district will maintain health records and medical records in a separate section to protect confidentiality.

Pre-employment records, such as pre-employment references or comments from interviews, are confidential and access to this information is limited to the superintendent and authorized personnel within the office of human resource services. Pre-employment records will be kept in human resource services.

The personnel file will include all records and documents collected by the district concerning the employee. It will include, but not be limited to, any of the following records that are retained by the district.

- performance evaluations
- E-Verify/I-9 Forms
- commendations for, and complaints against, the employee made by the administration
- written suggestions for corrections and improvements made by the administration
- teaching credentials
- transcripts
- application records
- contracts
- other personnel records

Additions to the personnel file

No documents other than those aforementioned may be placed in the personnel file unless it meets the following criteria.

- document is dated and signed by the supervisor
- employee receives a copy of the document
- document is noted that it is copied to the personnel file
- document is approved by the chief human resources officer or his/her designee

General access to a personnel file

The district will permit access to an employee's personnel file to the following persons on a routine basis without consent of the employee about whom the file is maintained:

- employee's school principal/immediate supervisor
- superintendent or his/her designee
- those school officials involved in the evaluation process of the individual (the evaluation file only).
- school board if its examination of the file relates to the duties and responsibilities of the board regarding promotion, demotion, suspension or dismissal of the employee
- the employee personnel file information is not subject to Freedom of Information (FOI) requests

No other person may have access to a personnel file except under the following circumstances:

- ~~T~~he employee gives written consent to the release of his/her personnel file. The written consent must specify the records to be released and to whom they are to be released. Each request for consent must be handled separately; blanket permission for release of information will not be accepted.
- when lawfully subpoenaed or under court order

Employee's access to personnel file

Each employee has the right to review the contents of his/her personnel file. The employee does not have the right to review pre-employment documents (including, but not limited to, references, interview notes, recommendations, etc.).

The district will charge a fee of .15 per page for copies of personnel file documents.

Former employees will not have access to the personnel files after he/she leaves employment with the district, except for instances of subpoena or mandatory compliance or through provisions of the Freedom of Information Act (FOIA).

Personnel records/information for payroll purposes

The district keeps information, records and documents collected by the district to handle changes/revisions to the employee's terms of employment. The district limits access to this information to those persons involved in the payroll process.

Use of personal information for commercial solicitation

The district will provide notice to all persons who request employee records that obtaining or using public records for commercial solicitation is illegal.

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Richland County School District One