

Personnel Records

Official personnel records shall be maintained for all employees in the Superintendent's office. Such records for certified staff could contain but not be limited to, the following information:

- Academic Transcripts and records
- Credential Information
- Summative Evaluations
- Leave Request Forms
- Contracts
- Teaching Certificate
- Formal Disciplinary Notices/Information

Each employee shall have the right to review contents of his/her personnel file in accordance with any statutes that apply to records and privacy issues. Certain materials, if of a confidential nature from a third party, may be restricted from review by the employee without written consent of the third party.

In certain instances, the administration may take appropriate measures to assure the presence of a third party during the employee's review of his/her file. The purpose of this is to assure that records are not altered or deleted in any way.

The employee has the right by law to copy non-confidential information from his/her personnel file. Any costs associated with the reproduction of file contents may be assessed to the employee.

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