



LINE MOUNTAIN
SCHOOL DISTRICT

Section ADMINISTRATIVE EMPLOYEES

Title PERSONNEL FILES

LINE MOUNTAIN SCHOOL DISTRICT

Date Adopted September 26, 1979

Guide		Reference
	324. PERSONNEL FILES	
1. <u>Purpose</u>	It is necessary for the orderly operation of the school district to maintain a file for the retention of all papers bearing upon an individual's duties and responsibilities as an employee of the district.	1 2 3 4 5 6 7
2. <u>Authority</u>	The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and State statutes, local benefit programs, and conformance with district rules and evidence of completed evaluations.	8 9 10 11 12 13
3. <u>Delegation of Authority</u>	<p>The Board delegates the establishment and maintenance of official personnel records to the Superintendent.</p> <p>A central file shall be maintained; supplemental records may be maintained for ease in data gathering only.</p> <p>Only that information which pertains to the professional role of the administrative employee and is submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. A copy of each such entry shall be made available to the employee except for matters pertaining to pending litigation or criminal investigation.</p> <p>Personnel records shall not be available to the Board except as may be required in the performance of its functions as a Board.</p> <p>Administrators shall have access to their own file, except that certain information in the file shall be available for review by the employee.</p> <p>Personnel wishing to review their own records shall: request access in writing; review the record in the presence of the administrator designated to maintain said records, or his/her designee; make no alterations or additions to the record, nor remove any material therefrom; and sign a log attached to the file indicating the date and person reviewing.</p> <p style="text-align: right;">page 1/2</p>	14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44



Personnel wishing to appeal material in their record shall make a request in writing to the administrator delegated to maintain the records and specify therein: name and date; material to be appealed; and reason for appeal.

The responsible administrator shall hear the appeal and make a determination for review by the Superintendent, and permit the addition of employee comments.

The principals under supervision of the Superintendent shall prepare guidelines defining the material to be incorporated into personnel records.

Upon initial employment, the file shall contain: a completed employment application form; a copy of teaching certificate, where applicable; transcripts; recommendation; physical examination record; retirement registration; hospitalization forms; annuity forms; and insurance beneficiary forms.

During the period of employment, the following data shall be maintained in personnel files: rate of compensation; completed copy of employment contract, where applicable; attendance record; completed evaluations; disciplinary incidents; special awards or distinctions; and annual or special health examinations, in addition to the data required upon initial employment.