

Section PROFESSIONAL EMPLOYEESTitle PERSONNEL FILESLINE MOUNTAIN SCHOOL DISTRICTDate Adopted September 26, 1979

Guide		Reference
	424. PERSONNEL FILES	1
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.	2 3 4 5 6 7 8
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.	9 10 11 12 13 14
3. <u>Delegation of Responsibility</u>	<p>The Board delegates the establishment and maintenance of official personnel records to the Superintendent. A central file shall be maintained; supplemental records may be maintained for ease in data gathering only, and only that information which pertains to the professional role of the employee and is submitted by duly authorized school administrative personnel and the Board may be entered in the official record file.</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, and all records shall be confidential.</p> <p>Professional employees shall have access to their own file. Personnel wishing to review their own records shall review the record in the presence of the administrator designated to maintain said records, or his/her designee, and make no alterations or additions to the record nor remove any material therefrom.</p> <p>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, transcripts, recommendations, physical examination record, retirement registration, hospitalization forms, annuity forms, and insurance beneficiary forms.</p>	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

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During the period of employment, the following data shall be maintained in personnel files: rate of compensation; completed copy of employment contract; attainment of advanced degrees and effect, if any, on compensation; 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.