



LINE MOUNTAIN  
SCHOOL DISTRICT

Section CLASSIFIED EMPLOYEES

Title PERSONNEL FILES

LINE MOUNTAIN SCHOOL DISTRICT

Date Adopted September 26, 1979

Guide		Reference
	<p style="text-align: center;">524. PERSONNEL FILES</p> <p>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 employe of the district.</p> <p>2. <u>Authority</u> The Board requires that sufficient records be maintained to ensure an employe'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.</p> <p>3. <u>Delegation of Responsibility</u> The Board delegates the establishment and maintenance of official personnel records to the Business Manager/Board Secretary. A central file shall be maintained; supplemental records shall be maintained for ease in data gathering only by the building principals.</p> <p>Only that information which pertains to the assigned role of the employe and is submitted by duly authorized school administrative personnel and the Board may be entered in the official file.</p> <p>Personnel records shall not be available to Board members except as may be required in the performance of their job.</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 date and person reviewing.</p> <p>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.</p> <p style="text-align: right;">page 1/2</p>	<p>1 2 3 4 5 6 7 8 9 10 11 12 13 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</p>

1 This administrator shall hear the appeal and make a  
2 determination.  
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4 During the period of employment, the following data  
5 shall be maintained in personnel files: rate of compensa-  
6 tion; completed copy of employment contract, where appli-  
7 cable; attendance record; completed evaluations; dis-  
8 ciplinary incidents; special awards or distinctions; and  
9 annual or special health examinations.  
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