

PERSONNEL RECORDS

The superintendent will develop and implement a comprehensive and efficient system of personnel records, under the following guidelines:

1. A personnel folder for each employee will be accurately maintained in the District offices.
2. In addition to the application for employment personnel folders will contain records and information relative to compensation, payroll deductions, evaluations, and such other information as may be required by the state or considered pertinent.
3. All personnel records of individual employees of the District will be considered confidential. Access will be limited to the superintendent, the appropriate building principal, and central office personnel authorized by the superintendent.
4. Employees will have the right, upon request, to review the contents of their own personnel files, with the exception of employment references provided to the District on a confidential basis.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the employee and will become part of the personnel file. Written comments about an employee will not be placed in the file unless signed by the person making the comments. The employee shall be informed of the written comments and afforded the opportunity to include a written response in the file.
6. The superintendent may release lists of employees' names and home addresses if not requested for the purpose of promoting any type of commercial enterprise. This practice will be done with extreme caution.