

**Procedures
Handbook**

Human Resources

Descriptor Term:

**Placing Information in a
Personnel File**

Descriptor Code:

GAK

Issued:

6/97

Rescinds:

Issued:

The Superintendent or his designee is responsible for notifying employees of the types of records kept in the personnel file and the uses of the records.

Employee records, except medical records (Americans with Disabilities Act) and college transcripts (Family Educational Right to Privacy Act), are public records and are available for inspection during regular business hours. The following procedure will be followed when a request is made to view personnel records:

The employee will be notified via telephone that a request has been made to view his/her file. The employee may be given the name of the person making the request.

The person making the request will be asked to sign the log book and a representative from the Human Resources Department will remain with the person who is viewing the records.

There is a charge for copies. Currently the fee is \$1.00 per page.

The following information may be placed in a personnel file:

1. Employee applications and contracts
2. Professional certificates and other documents required by the state and federal laws and regulations
3. Evaluations and supporting documentation
4. Other commendations, concerns, or information as deemed necessary by the Superintendent, Assistant Superintendent, Director, Coordinator, Superordinate, or the employee.

Whenever preparing any negative or derogatory material to be placed in an employee's personnel file, the following statement must be included:

My signature indicates that I have received a copy of this information. I understand that I have an opportunity to respond in writing and the response will also be placed in my personnel file. I further understand that the contents of my personnel file are public information.

Signature

Date

Witness

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