

PROCEDURE 5230: CERTIFICATED AND CLASSIFIED STAFF PERSONNEL FILES

LOCATION

The district shall maintain a personnel file for each of its staff members.

STAFF MEMBER'S ACCESS TO HIS/HER PERSONNEL FILE

Any staff member has the right to examine and copy materials from and/or have copies made of his/her personnel file during regular business hours.

The Superintendent has authorized access to personnel records to the following individuals: Superintendent's Secretary, Assistant Superintendent, building principal, and district office employees.

The Superintendent or other designees must be present when a staff member is given access to his/her personnel file in order to offer the staff member assistance and interpretation of material contained in the file.

The district shall establish a copy fee.

ACCESS BY OTHERS TO A PERSONNEL FILE

In addition to the Superintendent and other designees, a member of the Board, when authorized through Board action, shall have access to staff personnel files.

Any person authorized by a valid court order shall have access to personnel files.

Principals and/or immediate supervisors may examine the files of staff employed in their building.

Any individual who has the written permission of a staff member may request to examine the staff member's records.

CONTENTS OF PERSONNEL FILE

A personnel file may contain, but is not limited to, transcripts from colleges or universities, information allowed by statute, a record of previous employment, evaluations, professional assessment instruments, letters of recommendation, and copies of district contracts. All material in the personnel file must be related to the staff member's work, position, salary, or employment status in the district.

ADDING MATERIAL

The Superintendent is responsible for placing material in the proper personnel file within ten (10) days of receipt or origination of said material. All materials placed in a personnel file shall be signed and dated. When material is critical of a staff member, the person responsible for placing this material in the staff member's file must forward a copy of the material to the staff member. Any material critical of a staff member which is not shown to him/her within ten (10) days after placement in his/her file shall not be allowed as evidence in any grievance or disciplinary action against such staff member.

STAFF MEMBER'S RIGHT TO OBJECT TO MATERIAL ADDED

Appeal. A staff member may appeal to the Superintendent for the removal of any material placed in his/her personnel file. This must be done by requesting a conference with the party involved for the purpose of examining the questioned material. If the staff member is not satisfied with the decision, he/she may file a grievance according to district policy.

Rebuttal. A staff member has the right to submit a written statement of rebuttal relating to any material in his/her personnel file and have the written rebuttal placed within the file.