

Administrative Procedures

Personnel Records

A personnel file will be maintained in the Superintendent's Office for every administrator employed by the District on a regular basis.

The file will include the following sections:

1. General information section:
 - Application form
 - Health reports
 - Service record (assignments, salary, etc.)
 - Transcripts of college credits and State Certificate (certified personnel only)

2. Evaluation section:
 - Pre-employment recommendations
 - Supervisory evaluations signed by the evaluator and the employee
 - Other signed, written commendations/complaints, a copy of which has been furnished to the employee, along with the employee's response, if he or she so chooses

Each administrative employee will have the right to inspect and copy records in his/her personnel file--during regular working hours in the presence of the Superintendent or the Superintendent's designee. The District may charge a reasonable fee for copying records in an employee's personnel file.

An employee may review all materials in his/her file--including confidential letters of recommendation or credentials from placement agencies--unless the employee has waived the right to inspect such letters of recommendation and/or credentials. An employee may also give written consent to permit the review of his/her file by a third party. The right to access by an employee or his/her designee includes the right to submit written objection(s) to any information contained in the file, with such objection(s) becoming part of the personnel file.

All personnel records will be confidential and will not be made available for public use and/or inspection by the public. The Superintendent will have the overall responsibility for maintaining personnel files and for preserving their confidentiality. The Superintendent may, however, designate others to assist him/her in carrying out this responsibility.

Adopted: 12/13/00