

Administrative Procedure

July 3, 2007 Adopted

304 Personnel Files

I. Purpose

To provide safeguards for private personnel data in accordance with the data privacy act and to specify how personnel files are to be accessed.

II. Procedure

- All personnel files will be kept in a secured location in the payroll/human resource coordinator's office. These files may only be accessed by the superintendent, Director of Business Affairs, superintendent's secretary, the payroll/human resource coordinator and the employee's direct supervisor.
- When someone who is entitled to review a personnel file, he/she must make a written request to the payroll/human resource coordinator or superintendent's secretary and set a time to view the file.
- The person requesting to view the file must record his/her name, the date, time, and the name of the individual whose file is being requested on a district provided form, and the payroll/human resource coordinator or superintendent's secretary will retrieve it for him/her.
- The person viewing the file must do so in front of the payroll/human resources coordinator or superintendent's secretary and is not allowed to take any notes, add to, or subtract from the contents of the file.
- The person viewing the file must then check it back in to be re-filed by the payroll/human resources coordinator or superintendent's secretary by recording on the district-provided form the time he/she is checking it in and then initialing that time.
- Only the employee and the supervisor (including the superintendent) are allowed to place material in the employee's file.