

PERSONNEL RECORDS

A personnel folder shall be maintained for each certified employee in the school district and shall contain information usually expected in good personnel administration such as application, recommendations, college credentials, transcripts, correspondence, pertinent data concerning the employee, anecdotal notes, and evaluation reports. Such folders shall be considered confidential and shall be kept in locked files accessible only to an administrator in charge of his/her designee.

All written materials filed (except for third party reports or recommendations) shall be available for inspection by the teacher involved in the presence of an administrator. No one else may have access to the folder of an employee without the employee's written permission or a court order of comparable legal authorization.

A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration.

Each employee shall have the right, upon written request, to review the contents of his own personnel file in the presence of an administrator, except that all confidential materials supplied by outside agencies may be removed from the file and shall not be subject to review by the employee. The employee may request a third party to accompany him/her in such review.

The employee shall acknowledge that he/she has examined and read any existing evaluative material and shall indicate this by affixing his/her signature, with the date, on the actual filed materials with the understanding that his/her signature merely signified that he/she has read the materials therein and does not necessarily agree with its content. He/She may enter a rejoinder, should he/she wish, to any evaluative statement. Each such rejoinder shall be reviewed and initialed by the appropriate administrator and attached to the evaluative statement in the file.

Employee information is available to the public from the District Administrator and shall be limited to the name of the employee, the assignment, the dates of employment and compensation.