

PERSONNEL RECORDS AND FILES

The superintendent will develop and implement a comprehensive and efficient system of personnel records, under the following guidelines:

1. A personnel folder for each employee will be accurately maintained in the district offices.
2. In addition to the application for employment and references, personnel folders will contain records and information relative to compensation, evaluations, and such other information as may be required by the state or considered pertinent.
3. All personnel records of individual employees of the board will be considered confidential. They will not be open for public inspection; access will be limited to the superintendent, the appropriate building principal, and central office personnel authorized by the superintendent. The superintendent will take the necessary steps to safeguard unauthorized use of all confidential material.
4. Each employee will have the right, upon request, to review the contents of his/her own personnel file, with the exception of employment and personal references and recommendations provided to the district on a confidential basis. Such requests will be made to the superintendent and scheduled for a time convenient for the parties involved.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of his/her personnel file. Anonymous material or material from an unidentified source will not be placed in a staff member's file unless it is signed by the person making the comment, and the staff member is informed of the comment and afforded the opportunity to include a written response in the file.
6. Lists of district employees' names and home addresses will be released only to governmental agencies as required for official reports.

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