

CONFIDENTIAL INFORMATION AND DISCLOSURE OF INFORMATION

Orderly administration of the school district requires the compilation of information about all employees. The board recognizes that all personnel files are confidential and must be considered privileged.

A personnel file will be available for examination:

1. at any time by the superintendent or the supervisory personnel he/she designates;
2. during regular business hours by the employee or his/her personally authorized representative; and
3. during a properly constituted executive session at which the employees qualifications, fitness for continued employment, or actions during employment are at issue, in which case the relevant portions of the personnel file maybe made a part of the record and provided to the board of education following proper procedures.

A personnel file will not be made available to others except according to law.

An individual board member has no authority when the board is not in session, except as authority for specific action may be delegated by the whole board. Confidential files are available to board members only in accordance with this policy.

ADOPTED: March 14, 1994
REVISED: October 15, 2008
REVIEWED: August 24, 2015