

ACCESS TO PERSONNEL FILES

It is the intent of the board to maintain complete and current files for all district employees. There will be one personnel file for the district.

The file of an individual employee will be considered confidential information and will be available only to authorized administrative personnel and to the employee.

Every employee, upon request to, and in the presence of district office personnel, will have the right during regular working hours to inspect his/her personnel file, with the exception of the following ratings, reports, and records:

1. those obtained prior to the employment of the individual, including confidential placement papers;
2. those prepared by identifiable examination committees; and
3. those obtained in connection with a promotional examination.

Information of a derogatory nature (except as may appear above) will not be entered or filed in the employee's personnel folder until the employee is given notice and an opportunity to review the information and comment thereon. The employee will have the right to append a reply to the statement, which will be included in his/her folder.

ADOPTED: March 14, 1994

REVIEWED: August 24, 2015