

Section 5000 – Personnel

5300-R Personnel Records

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Employee files shall include, but not be limited to: Application, recommendations, college or educational credentials, transcripts, correspondence, anecdotal notes, and evaluation reports.

The Board may have access to personnel files of employees when such access is deemed necessary by the Board in the employee-employer relationship. Individual Board members shall not have access to personnel files or records except as may be allowed by law and accorded to any other citizen.

Administrators or supervisors in the course of conducting their duties shall have access to the personnel files of employees when there is a legitimate business reason.

Additional provisions regarding employee personnel files may be found in a current copy of the negotiated master contract.

Permanent records of an employee's years of work; assignments and salary/wages paid may be retained on microfilm, computer disk, CD-ROM or the like at the discretion of the administration.

Rules Accepted: June 29, 2009