

PERSONNEL RECORDS

4112.

The Superintendent shall be responsible for personnel files and shall have the overall responsibility for maintaining and preserving the confidentiality of such files. The Superintendent shall provide guidelines for materials to be included in such records and rules for access to the material.

Cross Reference:

Current Teacher Agreement
Current Classified Handbook

Approved 4/28/1981

Reviewed and No Changes Required: November 17, 2015

Previous Policy Number: GA4

Form for Requesting Review of Personnel Files

4112.1 (E).

[View / download FORM FOR REQUESTING REVIEW OF PERSONNEL FILES \(printable PDF\)](#)

This document was reviewed on November 17, 2015 and no changes were made

Form for Releasing Information About Employment

4112.2 (E).

View / download FORM FOR RELEASING INFORMATION ABOUT EMPLOYMENT (printable PDF)

General Guidelines for Personnel Records

4112.3 (R).

The Personnel Director shall maintain and preserve all personnel files as confidential.

Employees may review their personnel files upon written request submitted to the Personnel Specialist. To protect employees and to ensure no misuse of information in personnel files, access to such files will be limited to those who have a legitimate purpose in reviewing them.

Personnel folders shall include:

1. A xerographic copy of a valid teaching certificate.
2. Other higher education degrees or certificates (where appropriate).
3. All correspondence between the Board of Education and/or its representatives and the employee.
4. Such other data as may be required to be maintained in the course of administering the school system.

Any material found by the administration to contain errors of fact shall be removed from a personnel file at the request of the employee concerned.