

EUREKA COUNTY SCHOOL DISTRICT

PERSONNEL FILES

A master personnel file will be maintained for each present and former employee in the District Administration Office. The Superintendent / designee will be the records manager for personnel files and will have the overall responsibility for maintaining and preserving the confidentiality of the files. An employee's administrator/supervisor may elect to maintain a duplicate copy of the documents; however, this does not supersede or eliminate maintaining the master personnel file. At the time of hire, each new employee will complete all government required documentation, all District required documentation, and, when applicable, documentation pertaining to such matters as benefit plans enrollment and beneficiary designation. Where required, the employee has the responsibility to provide a copy of his/her driver's license or other required license or certificate. Additionally, an employee must report to his/her administrator/supervisor any suspension, restriction, or revocation of his/her driver's license or other required license or certificate.

The contents for each employee's personnel file should include, at a minimum, the following:

- Application form and related employment information.
- Records of changes in pay/salary history.
- Performance reviews.
- Disciplinary notices.
- Listing of positions or classifications held.
- Training or education records.
- Emergency notification.
- Letters of commendation or congratulations.
- All documentation of District sponsored benefits.

The personnel file should NOT include any of the following:

- Grievances or the responses thereto.
- General correspondence.
- Any document which describes a medical or psychological condition of the employee or any other individual.
- (Medical and related documents should be kept in a separate, locked file to which access is strictly limited to those in a "need to know" position.)

All personnel records will be considered confidential and not open to public inspection.

Unless contrary to an applicable collective bargaining agreement, all materials and information placed in the personnel file of any employee by an administrator/supervisor of the District shall be available to the employee for inspection upon request.

An employee shall give reasonable notice to the Superintendent/designee and an appointment shall be scheduled. The file may then be reviewed by the employee, in the presence of the Superintendent/ designee.

All of the contents of the personnel folder shall be available for inspection by the employee except for that information provided on a confidential basis prior to the employment of the individual by the District, such as information provided from colleges, universities, previous employers or other personnel information provided as references.

One additional copy of evaluations or other documents previously given to the employee, from the employee's personnel file in the office of the Superintendent or at the employee's work location, may be provided at a reasonable cost as determined by the Superintendent. A written request for additional copies must be made at least twenty-four (24) hours in advance.

Any information originating within the District which is disparaging to the professional reputation of the employee shall not be placed in the personnel file until the employee has had an opportunity to read such material and discuss the material and related information with the employee's immediate administrator/supervisor. The employee shall be requested to acknowledge in writing that such individual has received a copy of the material with the understanding that such acknowledgement shall not necessarily indicate agreement with all or any part of the material concerned.

All employees who wish to place in their personnel file a reasonable amount of information which is pertinent to their employment performance may do so by requesting such action through the Superintendent/designee.

Removal of Personnel Folders

Personnel folders may not be removed from the office of the Superintendent except as directed by the Superintendent of Schools or his/her designee.