

BUSINESS PROCEDURES - Series 800

805 Records

805.2 Employee Records

The school district shall maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records shall include, but not be limited to, records necessary for the daily administration of the school district, personnel information, salary records, evaluations, record of disciplinary action, license certificates, medical information related to employment, transcript, professional growth plans, application for employment, references and other items needed to carry out board policy. References are not filed in the employee personnel file. Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files at a time mutually agreed upon between the superintendent or principal and the employee according to the master contract. However, employees will not be allowed access to the employment references on behalf of the employee. Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the board.

Only authorized school officials shall have access to an employee's records without the written consent of the employee. Authorized school officials may include, but not limited to, the superintendent, building principal or board secretary. In the case of a medical emergency, the school nurse or other first aid or safety personnel may have access to the employee's health or medical file without the consent of the employee.

It shall be the responsibility of the superintendent to keep employees' personnel files current. The central administration office staff shall be the custodian of employee records.

It shall be the responsibility of the superintendent to develop administrative regulations for the implementation of this policy.

Adoption Date: August 15, 1994

Review Date: December 21, 2009

Revision Date: June 11, 2001

Legal References: Iowa Code Chs. 20, 21, 22, 91B (1993)

Cross References: 208.4 Closed Sessions of the Board
208 Meetings of the Board
805.1 Care, Maintenance and Disposal of School District
Records

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	208 Meetings of the Board 805.1 Care, Maintenance and Disposal of School District Records