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**PERSONNEL RECORDS**

The District shall maintain a personnel file for each of its staff members.

**STAFF MEMBER'S ACCESS TO HIS/HER PERSONNEL FILE**

Any staff member has the right to examine and copy materials from and/or have copies made of his/her personnel file during regular business hours. The Superintendent or designee must be present when a staff member is given access to his/her personnel file in order to offer the staff member assistance and interpretation of material contained in the file. The District may establish a copy fee.

**ACCESS BY OTHERS TO A PERSONNEL FILE**

In addition to the Superintendent and designee, a member of the Board, when authorized through Board action, shall have access to staff personnel files. Any person authorized by a valid court order shall have access to personnel files. Principals and/or immediate supervisors may examine the files of staff employed in their building. Any individual who has the written permission of a staff member may request to examine the staff member's records.

**CONTENTS OF A PERSONNEL FILE**

A personnel file may contain, but is not limited to, professional certificates, transcripts from colleges or universities, a record of previous employment, evaluations, professional assessment instruments, letters of recommendation and copies of District contracts. All material in the personnel file must be related to the staff member's work, position, salary or employment status in the District. A staff member may petition that the personnel office review all information in the personnel file. The personnel office shall determine if there is any irrelevant information and shall remove all such from the file. If the staff member does not concur with the material that remains, the staff member may file a statement of rebuttal or correction to be placed into the file.

**ADDING MATERIAL**

The Superintendent or designee is responsible for placing material in the proper personnel file. When material is critical of a staff member, the person responsible for creating the material must provide a copy of the material to the staff member.

**STAFF MEMBER'S RIGHT TO OBJECT TO MATERIAL ADDED**

A staff member may appeal to the Superintendent or designee for the removal of any material placed in his/her personnel file. This must be done by requesting a conference for the purpose of examining the questioned material. If the staff member is not satisfied with the decision, he/she may file a grievance according to District policy.

A staff member has the right to submit a written statement of rebuttal relating to any material in his/her personnel file and have the written rebuttal attached to the material. A former staff member shall retain the right of rebuttal or correction for a period not to exceed two (2) years.



*PROCEDURE ESTABLISHED September 12, 2011*