

ACCESS TO PERSONNEL FILES

A personnel file is maintained for each employee. These files are kept in a secure location at the central office. An employee's file may contain: contracts of employment, evaluations, letters relating to his/her employment or job performance, certificates, and other information pertaining to that specific person's employment.

In order to maintain these personnel files in an orderly fashion and to assure that the continuing preservation of the confidentiality and security of the information contained in each file, the procedures outlined below shall be followed.

1. Certain central office personnel who work with personnel matters shall have free access to employees' personnel files. These individuals, listed by position are: Superintendent, Administrative Assistant, Secretary to Superintendent, and Secretary to the Administrative Assistant.
2. Any other central office administrators or school-based administrators desiring access to an employee's personnel file must request permission to access that specific file or files. This request shall be made to the Superintendent, Administrative Assistant, or their designee. Such access shall be recorded on a log kept for that purpose by the Secretary to the Administrative Assistant.
3. Any employee may have access to his/her personnel file by requesting permission from the Superintendent, Administrative Assistant, or their designee. Upon receiving permission for access, the employee shall:
  - a. Sign an access log kept for that purpose by the secretary to the ~~assistant superintendent~~ superintendent;
  - b. Review the contents of his/her file in the immediate presence of an official designated in Section 1 of this policy;
  - c. Notify the observing official of any document or other materials to be added to the file. Each document or other material so added shall be clearly marked by the observing official as having been added by that employee. The date of entry shall also be clearly noted on the document.
  - d. Under no circumstances shall the employee remove any document or other information from his/her file.
  - e. An employee may request copies of any document or other materials kept in his/her file. The observing official will be responsible for seeing that the requested copies are made for the employee.

4. The personnel file access log shall contain the following information:
  - a. Signature of person granted access to the personnel file;
  - b. Reason for access; and
  - c. Date and time of access.

Said log shall be maintained for a minimum of 30 years.

SOURCE: Hardy County Board of Education Minutes

DATE: November 12, 1990 – June 21, 1999 – December 6, 1999

(ACCESSTO PERSONNELFILES.GAKD)

