

Greater Albany SD 8J
Administrative Regulation

Code: **GBL-AR**
Adopted: 2/1/80
Readopted: 3/12/01
Orig. Code(s): AR 1750

Personnel Files

- A. The district will maintain personnel files under the supervision of the director of personnel at the district office. The files will be kept as follows:
1. Pre-employment materials:
 - a. Applications and other applicant communications (retain federal two years; state license, full-time, three years; others 1 year);
 - b. District responses (retain same as above);
 - c. Placement office documents (return or destroy);
 - d. Letters of recommendation (discard when employed);
 - e. Interview records (discard when employed);
 - f. Disposition communication, other than employment (discard when employed).
 2. Employment file (retain permanently if employed):
 - a. Application and other applicant communications;
 - b. Offers of employment and conditions;
 - c. Acceptance of offer;
 - d. Job descriptions (current and last previous in district position description);
 - e. Employment contracts and records of continued employment;
 - f. Annual and/or additional evaluation;
 - g. Annual plan for improvement;
 - h. Records of professional growth credits;
 - i. Copies of licenses and other required documents;
 - j. Records of assignments, employment status, promotions, extra duty (retain half-time or more permanently; temporary, less than half-time; and student, for two years following termination);
 - k. Letters of commendation, disciplinary documents, leave requests and disposition;
 - l. Comments the employee may wish to include in the file;
 - m. Letters of resignation and other termination documents.
- B. Employee financial records will be kept in the district business office under the supervision of the director of business and/or the district controller. These records contain some information which is public information. A record will be kept in the form of a log when access is given to other than approved district personnel.

These files will include:

- Contracts of licensed employees;
- Salary placement information;
- Annual salaries, deductions and benefits;
- Social security and other tax information;
- Records of employment status and annual assignments;
- Records relating to absences, sick leave, approved paid and unpaid leaves, vacations, etc.

1. Supplementary Records:

Employee supervisors may establish and maintain a separate file for supplementary information about an employee. These files are not official and may not be used in dismissal or other disciplinary actions. The content of this file shall include only those items which have been approved by categories of information. Supervisor's evaluation materials should be properly summarized as part of the annual evaluation report and then discarded.

2. Regulations for Maintenance of Official Files:

- a. District official files shall be maintained at the district office in fireproof storage space;
- b. Files shall be locked during nonbusiness hours;
- c. Files shall be under the direct supervision of the designated district administrator;
- d. District office personnel shall be responsible for maintaining systematic, complete and current files for all personnel of the district;
- e. The following statement will be posted where visible to persons having access to official files:

These files are confidential files of the Greater Albany Public School District 8J. They are the property of the school district are not to be inspected or released to unauthorized people. Persons with authorized access to these files shall keep all information contained within confidential and undisclosed except to other so authorized individuals.

- f. The Board policy controlling access to files will be readily available upon inquiry in the area where confidential files are stored.

3. Regulations for Inspection of District Files:

Files shall be opened for inspection by designated persons during the regular office hours of the district office as follows:

- a. The official personnel file shall be available to the employee at that person's request. Space shall be provided for review and supervision of review of the contents. The files shall not be removed from the area;
- b. The employee may have other persons, with written authorization, designated to examine the records;
- c. Copies may be provided at the employee's expense;
- d. Records shall not be removed or modified except with the knowledge and approval of the district administrator.

