

Central School District 13J

Code: **GBL**
Adopted: 9/12/05
Readopted: 6/06/11
Orig. Code(s): GBL

Personnel Records

All official records of personnel currently employed by the district will be kept in the human resource office under adequate protection at all times. Such records may be inspected only by a Board member when specifically authorized by the Board (information obtained will be kept confidential), the individual concerned, the superintendent or designee, or others authorized in writing by the superintendent or the individual concerned, or as otherwise determined by collective bargaining agreements. Arrangements shall be made in advance with the human resource office. The files shall remain in the human resource office at all times during the inspection.

All records containing employee medical condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The superintendent will be responsible for establishing regulations regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions to be placed in their personnel file. All charges resulting in disciplinary action shall be considered a permanent part of the employee's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

The superintendent may permit persons other than those specified above to view and inspect personnel records when, in his/her opinion the person requesting access has a legitimate official purpose. The superintendent will determine in each case the appropriateness and extent of such access.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

Notwithstanding the foregoing, the disciplinary records of a school employee convicted of a crime listed in ORS 342.143 may be released to any person upon request. "Disciplinary records" are defined as records related to a personnel discipline action or materials or documents supporting that action. Prior to disclosure, the district shall remove any personally identifiable information from the records that would disclose the identity of a child, a crime victim or a district employee who is not the subject of the disciplinary record.

END OF POLICY

Legal Reference(s):

[ORS 342.850](#)

[ORS 652.750](#)

[ORS 342.143](#)

[ORS 339.370 - 339-375](#)

OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Cross Reference(s):

ACA - Americans with Disabilities Act