

# Eugene School District 4J

Code: **GBL**  
Adopted: 7/2/73  
Revised: 8/15/77, 4/16/80,  
3/7/84, 12/11/02  
Orig. Code(s): 2410, 3410, 4320

## Official Personnel Files

The official personnel files for all licensed district employees shall be retained in the personnel office. The personnel files are confidential and shall be open for inspection by the teacher<sup>1</sup>, but shall be open to only such other persons as allowed by ORS 342.850 (8) and as designated herein. The board hereby specifies that the following are designated to inspect personnel files: director of personnel, as custodian of district personnel files; the superintendent; assistant superintendent; executive director of business services; administrative assistant; directors of elementary and secondary education; coordinator of educational support services; principals; assistant principals; the majority of the board; legal counsel of the school district; clerical staff for the director of personnel for the purpose of file maintenance; such individuals as the teacher who is the subject of the file shall designate in writing, provided such written permission shall be submitted to the director of personnel by the subject teacher or her or his representative.

Persons with authorized access to personnel files shall maintain the confidentiality of their contents.

The official personnel file for classified employees shall be retained in the personnel office. The file shall be confidential and shall be open for inspection only to the employee, the superintendent and assistant superintendent, the employee's supervisors, and others who have a legitimate supervisory or district interest.

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.

END OF POLICY

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Legal Reference(s):

[ORS 342.850](#)

[ORS 652.750](#)

OSEA v. Lake County School District, Case No. C-202-83, 8 PECBR 7837 (1985); rev'd, 81 Or. App. 623 (1986); order on remand, 9 PECBR 9501 (1987); aff'd, 93 Or. App. 481 (1988).

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).

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<sup>1</sup>"Teacher" as defined in ORS 342.815 (9), means any person employed half-time or more as an instructor or administrator except the superintendent and assistant superintendent.