

## **Personnel Records**

The official record may contain all official personnel records including, but not limited to, the following items:

1. Completed application for employment;
2. Academic transcripts and other records of academic work bearing on salary placement and/or adjustments;
3. Employment contracts;
4. Teacher certification information;
5. Performance evaluation reports, which may include annual goals and observation reports;
6. Copies of commendations, complaints and suggestions relative to performance;
7. Worker compensation reports and records (separate confidential file);
8. Records of disciplinary action;
9. Attendance and punctuality data;
10. Financial records, including salary placement information, annual salary notification, deductions and benefits, social security number, other tax information, extended responsibility assignments and payments, and records relating to paid and unpaid leaves when leave benefits may be accumulated (e.g., sick leave) may be kept separately from the employment file, in the district's payroll office;
11. Termination data;
12. Any signed replies, comments, explanation or rebuttals by the employee. In the event of failure to sign, the material will be placed in the file with a statement that the employee refused to sign it.

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file.

The official personnel file shall be maintained in the administration office at all times, but administrators and supervisors may maintain a working personnel file to retain information needed in the supervision and evaluation of that employee.