

La Grande School District 1

Code: **GBL-AR**
Adopted: 9/9/92
Readopted: 6/13/07; 4/30/08
Orig. Code(s): GBL-AR

Personnel Records

Access

To implement Board policy GBL - Personnel Records, the following regulation is specified.

Each time the employee's personnel file is viewed by anyone other than district office personnel, the date, purpose, viewer, additions, deletions and/or corrections shall be noted on the personnel office log.

The personnel file shall be locked during nonbusiness hours. The personnel files shall be open for inspection during the regular hours of the district as follows:

1. The official personnel file shall be available to the employee at the person's request. Space shall be provided for review and supervision of the contents. The files shall not be removed from the area.
2. The employee may have another person designated to view the records.
3. Copies may be provided at the employee's expense.
4. Records shall not be removed or modified except with the knowledge and permission of the superintendent or director of personnel.
5. Other persons shall not have access to personnel files except as determined by Board adopted procedure.
6. No materials may be removed from the personnel file by an employee. The individual employee may choose to attach a reply, comment or other explanation to append to a report or file information.

Contents

The personnel files shall include, but are not limited to:

1. Applications for employment and related documents;
2. Academic transcripts;
3. Employment contracts - certificate record, assignments, transfers, leaves, resignations and terminations;
4. Signed annual and biennial performance evaluation reports;

5. Observation reports;
6. Records of academic work and related professional growth;
7. Commendations, complaints, reprimands and suggestions;
8. Statements that the employee may initiate dealing with documents on file, conditions of employment or others as may be desired.