

Lane Education Service District Administrative Rule

Code: **GBL-AR**
Adopted: 5/11/94
Readopted: 9/25/01; 12/6/05
Orig. Code(s): GBL-AR

Personnel Records

Due to the legal requirement for confidentiality of papers contained within an employee's personnel file, there shall be specific procedures for the review and inspection of materials in the personnel file.

A single central personnel file shall be maintained; subsidiary records shall be maintained for ease in data gathering only. Upon initial employment, the file shall contain:

1. A completed employment application form;
2. A copy of teacher license/certification information, if appropriate;
3. Income tax withholding forms;
4. Retirement registration;
5. Insurance enrollment forms;
6. Annuity forms, if appropriate.

During the period of employment the following data shall be maintained in personnel files:

1. Rate of compensation
2. Completed signed copy of employment contract, if appropriate;
3. Leave and vacation record;
4. Completed evaluations;
5. Disciplinary incidents: All charges resulting in disciplinary action shall be considered a permanent part of an employee's personnel file and shall not be removed for any reason;
6. Special awards or distinctions;

Upon termination, the file shall also contain:

7. Termination record.

Materials in the personnel file of an employee will be made available for the review and inspection of that employee in accordance with procedures set forth in administrative regulations. Such materials will not include records, reports or ratings which:

1. Were obtained prior to the employment of the individual, with the exception of the individual's application and resume;
2. Were prepared by identifiable examination or interview committee members; or
3. Were provided under a mutual agreement of confidentiality.

Only those individuals identified in policy GBL are permitted access to employee personnel files and then only to the extent they identify the specific purpose and reason for requesting the file.

The review of personnel files and the contents thereof is restricted to the human resources office in which the files are housed. Work space is provided at that location. A staff member of the human resources office will be present whenever a personnel file is being reviewed by an employee or designee of an employee.

No photocopy of the contents of any personnel file will be made except by a staff member of the human resources office or the superintendent's office. Persons requesting photocopies of contents should indicate the reasons for needing the photocopy. Costs for photocopying will be assessed.

Medical information files are not considered personnel files and are subject to review only by individuals who have provided the human resources office with a subpoena or court document authorizing them to review the medical file. This does not apply to the human resources administrative assistant and the staff member designated by the superintendent who have responsibility for placement of medical information and verification of the documents, as may be required.