

### **Personnel Records Administrative Procedures**

1. An official personnel file shall be established for each person employed by the district. The file shall contain all official personnel records, to include, but not be limited to the following items:
  - a. Application for employment.
  - b. Academic transcripts.
  - c. Notification of Salary Placement documents.
  - d. Teacher license information.
  - e. Records of additional academic work and related professional growth experience.
  - f. Performance evaluation records.
  - g. Recommendations.
  - h. Records of disciplinary action, including dismissal records.
  - i. Any signed replies, comments, and explanations the employee wishes to attach to any of the above records.
2. Financial records, including salary placement information, annual salary notification, deductions and benefits, social security and other tax information, extended responsibility assignments and payments, and records relating to paid and unpaid leaves. Leave records may also be kept separately from the personnel file, in the district's payroll department.
3. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file.
4. The official personnel file shall be maintained in the human resources department at all times, but supervisors may maintain a working personnel file to retain information needed in the supervision and evaluation of that employee.
5. A separate personnel file will be maintained for documents relating to medical conditions and Workers' Compensation records.
6. An employee or designee may arrange with the director of human resources to inspect the contents of his/her personnel file.
7. Except as provided below and as otherwise may be required by law, personnel records of district employees shall be available for use and inspection only by the following:
  - a. The individual employee.
  - b. Others designated in writing by the employee.
  - c. A member of the Board when such inspection is pertinent to carry out the responsibilities of Board membership or as otherwise specifically authorized by the Board.

- d. The superintendent and members of the central administrative staff.
  - e. District administrators and supervisors shall have access to the files of employees they currently supervise or prospectively may supervise.
  - f. Employees of the human resources department.
  - g. Attorneys for the district on matters of district business.
  - h. The superintendent or director of human resources may permit persons other than those specified above to use and inspect employee records, when, in their opinion, the person requesting access has a legitimate official purpose for using or inspecting such records. The school official permitting access shall determine in each case the appropriateness and extent of such access.
8. Release of personnel records to parties other than those authorized in section 6 above shall be only upon submission of a subpoena.
9. Notwithstanding sections 7 and 8 above, the disciplinary records of a school employee convicted of crime listed in ORS 342.143 may be released to any person upon request. "Disciplinary records" is defined as records related to a personnel discipline action of materials or documents supporting that action. Prior to disclosure, the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a school employee who is not the subject of the disciplinary record.