

Multnomah Education Service District

Code: **GBL-AR**
Adopted: 4/21/82
Readopted: 10/10/05; 8/01/11

Personnel Records

An employee may have material placed in his/her own personnel file by the following procedure:

1. The employee shall make a request to the director of human resource services regarding materials to be placed in the file;
2. The director of human resource services shall determine if the material is appropriate to the person's employment at MESD as stated in Board policy GBL;
3. In the event such material is placed in the file, the director of human resource services shall send a copy to the employee's supervisor;
4. In the event such material is not placed in the file, the employee may appeal to the superintendent.

A supervisor shall have material placed in the personnel file of employees under his/her supervision by the following procedure:

1. The supervisor shall give a copy of the material, along with written notice to the employee that it is being placed in the person's personnel file and shall document employee's receipt of such notice. Such documentation shall be included on or attached to the material being submitted to the personnel file.

The superintendent or designee may have material placed in the personnel file of any employee by the following procedure:

1. The superintendent or designee shall give a copy of the material along with written indication to the employee that material has been placed in the person's personnel file and shall document employee's receipt of such notice;
2. The director of human resource services shall send a copy of such material to the employee's supervisor except for materials referenced below.

The director of human resource services may place in employee personnel files items of a non-evaluation nature which document an individual's employment including, but not limited to, personnel contracts, payroll authorization papers, work calendar, and transcripts, at his/her discretion. An employee may write a statement regarding any material in his/her personnel file, and have the statement attached to the material.