

Personnel Records

An official personnel file will be established for each person employed by the district. Such files will be maintained at the district office.

All records containing employee medical condition information such as workers' compensation reports and release/permission to return to work forms will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The superintendent will be responsible for establishing regulations regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions to be placed in their personnel file. Employees may submit a written response to any materials placed in their personnel file. All charges resulting in disciplinary action shall be considered a permanent part of the employee's personnel file and shall not be removed for any reason.

Except as provided below and as otherwise required by law, personnel records of district employees will be available for use and inspection only by the following:

1. The individual employee. An employee or designee may arrange with the superintendent to inspect the contents of his/her personnel file on any day the district office is open for business;
2. Others designated in writing by the employee;
3. A member of the Board or auditor when such inspection is pertinent to carrying out their respective duties or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. The superintendent and members of the central administrative staff;
5. District administrators and supervisors who currently or prospectively supervise the employee;
6. Attorneys for the district or the district's designated representative on matters of district business.

The superintendent may permit persons other than those specified above to use and inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case the appropriate extent of such access.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

END OF POLICY

Legal Reference(s):

[ORS 342.850](#)

[ORS 652.750](#)

[ORS 342.143](#)

[ORS 339.370 - 339-375](#)

OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).