

**Prairie City  
School District 4**

Code: **GBL-AR**  
Adopted: 11/9/92  
Readopted: 06/14/06  
Orig. Code(s): 3210, 3220, 3230 - 3232

**Personnel Records**

**Required Documents**

1. Personnel files for certified employees shall include, but are not necessarily limited to, the following:
  - a. A completed district application for employment form;
  - b. A completed official transcript of all college credits earned to be kept current by the teacher;
  - c. A valid teaching license;
  - d. Performance Evaluation Reports (both required state forms and district reports);
  - e. Copies of commendations, complaints and suggestions relative to professional performance;
  - f. Any replies, comments and explanations the individual wishes to append to such data and reports over his/her signature, as per Oregon Revised Statutes;
  - g. Any other data required by the collective bargaining agreement.
  
2. Personnel files for classified employees shall include, but are not necessarily limited to, the following:
  - a. A completed district application for employment form;
  - b. Performance Evaluation Reports (both required state forms and district reports);
  - c. Copies of commendations, complaints and suggestions relative to job performance;
  - d. Any replies, comments and explanations the individual wishes to append to such data and reports over his/her signature;
  - e. Any other data required by the collective bargaining agreement.

**Deletions**

Deletions of information no longer considered pertinent shall be allowed when agreed to by both the employee and the superintendent.

**Access**

1. Personnel files may be inspected only by the involved employee, by the administrator or persons acting for him/her under his/her direction (school legal counsel and the employees for example) or by others authorized in writing by the administrator and/or the individual concerned.
  
2. The Board may examine any personnel file(s) when the meeting is in executive session with at least a quorum of the Board present. In instances when an employee requests a public hearing, the Board may examine and utilize his/her personnel file at the same meeting.

3. Adult clerical personnel shall have access to all personnel records in order to do their work. However, files may not be removed from the room in which they are stored without the administrator's authorization.

### **Cost for Employee Copies of Personnel Records**

The district may charge 10 cents per copy when an employee desires as many as three pages copied from his/her personnel file per year. When requests for larger quantities are desired, the charge shall be 10 cents per copy plus a pro rata charge for the employee's time, not to exceed \$10 per hour.

### **District Ownership of Personnel Files**

All documents placed in an employee's file shall become the permanent property of the district.