

Personnel Records

Licensed Staff Files and Records

All official records of personnel employed by the District shall be kept in the District Office in a designated protected place. The personnel file shall be open for inspection by the staff member, the staff member's designees, and the District School Board and its designees.

1. Personnel records may include, but not necessarily be limited to, the following items:
 - a. Annual Performance Evaluation Reports (required form)
 - b. Academic transcripts
 - c. Completed application for employment
 - d. Notice of election or notice of salary designation
 - e. Records of additional academic work and related growth experience bearing on salary adjustments
 - f. Administrative copies of commendations, complaints, and suggestions relative to professional performance.
 - g. Teacher licensure information
 - h. Any replies, comments, and explanations the individual wishes to append to such data and reports over his/her signature.
2. There shall be only one official personnel file.
3. Each supervisor may maintain an unofficial working file to assist him/her in his/her supervisory responsibilities.

The Board authorizes the following persons to have access to all personnel files:

- a. Superintendent;
 - b. District legal counsel upon the permission or direction of the Superintendent and/or the Board of Education;
 - c. Clerical and secretarial staff assigned personnel services responsibilities.
4. Principals are authorized to inspect the records of those licensed employees under their supervision and of those employees seeking transfer to assignments under their supervision.