

POLICY: 400.23

PERSONNEL RECORDS

The school district will maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees shall have access to and may copy items from their personnel records at a time mutually agreed upon between the Superintendent or his/her designee and the employee. Employees may be charged a reasonable fee. (A reasonable fee is defined as an amount equivalent to an amount charged per page for copies made by a commercial copying business.) However, employees shall not be allowed access to employment references in their records written on behalf of the employee. Board members will generally only have access to an employee's record when it is necessary because of an employee-related issue before the Board.

It shall be the responsibility of the Director of Human Resources to maintain current, up-to-date personnel records. The custodian of personnel records shall be the Human Resources.

Legal Reference: Iowa Code chs. 20; 21; 22; 91B (2005).

Adopted: 10/24/95
Revised: 07/25/00, 07/24/07, 1/23/17
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