

Administrative Regulation

Employees; Personnel Files, Rights of Inspection

Each employee shall possess the following rights with reference to all forms of personnel records maintained by the employer:

- A. Strict observance by the employer of absolute confidentiality of all personally identifiable records maintained by the school district, which shall mean that:
 1. Access to and use of information contained in any form of personnel records shall be limited exclusively to the superintendent, or designated representatives, and to those staff members authorized to act in their behalf, and to those persons and agencies who are required by law to seek such data, and to anyone authorized in writing by the particular employee.
 2. Access to, use, and dissemination of information in any form of personnel records shall be under direct authorization and responsibility of the Board of Education and superintendent, in compliance with provisions of federal and state laws.
- B. Each employee and his/her designated representative, when accompanied by the employee, shall possess the right to have the contents of his/her personnel file disclosed to himself/herself, and the employee shall have the right to receive copies of the contents included within the personnel file at a reasonable fee, except those documents originating from outside the district which were solicited or received prior to the origin of employment in this district, on the condition that such data were not to be disclosed to the employee, were prepared by identifiable examination committee members, or were obtained in connection with promotional examinations. The employee shall possess the right to append written response to alleged inaccurate or derogatory statements as a permanent part of the personnel file maintained by the employer, including documents or exhibits which, in the judgment of the employee, relate to the employer-employee relations or to the conditions of employment.
- C. Individual and evaluation data contained in the personnel file, received prior to the date of initial employment by the district, and personal and evaluation information related to promotional examinations within the district, shall remain strictly confidential and be limited exclusively to use by the employer under direct authorization of the Board, superintendent, or designated representative.

- D. Each employee shall receive, during regular duty hours, written notification of derogatory information placed into his/her personnel file. Upon receipt of such written notice, a particular employee shall possess the right to review, during regular duty hours, said information; and, as a permanent part of the personnel file maintained by the employer, to append appropriate written response, including documents or exhibits which, in the judgment of the employee, relate to the employer-employee relations or to the conditions of employment.

Restrictions imposed by this regulation are not intended to interfere with the normal school district functions affecting employees who, with direct authorization from the superintendent, possess legitimate need for such information in the course of their regularly assigned duties. The provisions of this regulation shall not be construed to restrict dissemination of personnel information when stipulated and/or required by federal and state laws.

Consistent with the provisions of this regulation and the related Procedures Manual on file with every administrator in each work location who deals with any or all forms of employee records shall be responsible for the operation of all procedures to ensure confidentiality of employee files in compliance with federal and state laws, codes, policies, and regulations.

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Ref: EC Sections 44031
P.L. 93-579, Sections 552, 3102
Approved: February 3, 1977
Revised: August 27, 1979
Revised: March 4, 1986
Reviewed: July 1, 2000