

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PERSONNEL RECORDS

ADOPTED: June 20, 1994

REVISED:

FAIRVIEW SCHOOL DISTRICT

324. PERSONNEL RECORDS	
1. Purpose	It is necessary for the orderly operation of the school district to maintain a file for the retention of all papers bearing upon an individual's duties and responsibilities as an employee of the district.
2. Authority	The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state statutes, local benefit programs, evidence of completed evaluations and conformance with district guidelines.
3. Delegation of Responsibility	<p>The Board delegates the establishment and maintenance of official personnel records to the Superintendent who shall prepare guidelines defining the material to be incorporated into the personnel files.</p> <p>All employees have the right to review their file in the presence of an administrator, however, confidential credentials from placement services and personal references normally sought at the time of employment will be specifically exempt from review.</p>