

# FAIRVIEW SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PERSONNEL RECORDS

ADOPTED: June 20, 1994

REVISED:

424. 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	The Board delegates the establishment and maintenance of official personnel records to the Superintendent.
4. Guidelines	<p>Personnel records shall be kept on all current professional employees and shall include, but not be limited to, the following:</p> <ol style="list-style-type: none"><li>1. Certification status.</li><li>2. Evaluation reports.</li><li>3. Change of status.</li><li>4. Attendance.</li><li>5. Salary status.</li></ol> <p>No information which is contrary to the current negotiated professional contract shall be maintained on any bargaining unit employee. Procedures, which are found in the current negotiated contract relevant to an employee's personnel file, will be followed.</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 from placement services and personal references normally sought at the time of employment shall be specifically exempt from review.</p>
--	---