

# Series 400 – Employees

Policy Title: EMPLOYEE RECORDS

Policy Code No. 408.11

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The District shall 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 shall include, but not be limited to, records necessary for the daily administration of the District, salary records, evaluation, application for employment, references, and other items needed to carry out Board policy. Employee personnel files are 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 District officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the Superintendent and the employee. The District may charge a reasonable fee for each copy made. However, employees will not be allowed access to the employment references written on behalf of the employee. Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the Board of Directors.

It shall be the responsibility of the Superintendent or designee to keep employees' personnel files current. The Board secretary is the custodian of employee records.

It shall be the responsibility of the Superintendent to develop administrative regulations for the implementation of this policy.

Only authorized District officials shall have access to an employee's records without the written consent of the employee. Authorized District officials may include, but not be limited to, the Superintendent, building principal, or Board secretary. In the case of a medical emergency, the school nurse or other first aid or safety personnel may have access to the employee's health or medical file without the consent of the employee. Board members will generally only have access to an employee's personnel file without the consent of the employee when necessary for the conducting of business for the Board of Directors.

Confidential records include, but are not necessarily limited to, birth dates, addresses, gender, employment applications, performance evaluations and individual test scores.

All employee records, except payroll and salary records, shall be maintained for a minimum of seven years after termination of employment with the District. Applicant records shall be maintained for a minimum of three years after the position was filled. Payroll and salary records shall be maintained for a minimum of three years after payment.

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