



***Center Area  
School District***

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: FEBRUARY 17, 2005

REVISED:

324. PERSONNEL FILES	
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, and conformance with district rules and evidence of completed evaluations.
3. Delegation of Responsibility	<p>The Board delegates the establishment and maintenance of official personnel records to the Superintendent.</p> <p>Personnel records shall not be available to the Board except as may be required in the performance of its functions as a Board.</p> <p>Personnel who wish to review their own records shall review the record in the presence of the administrator designated to maintain said records, or his/her designee and make no alterations or additions to the record, nor remove any material there from.</p> <p>No material derogatory to an employee's conduct, service, character, or personality shall be placed in his/her personnel file unless the employee has had an opportunity to review such material, and initials or signs such materials. The signature acknowledges the individual's review of such information but in no manner may be interpreted as an agreement of accuracy.</p> <p>The employee shall have the right to submit a written response to such material; in turn, that response shall be initialed by the Superintendent as an acknowledgment of his/her awareness of its contents and placed in the file. Such initialing, however, does not signify acceptance or agreement.</p>

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	<p>The Superintendent shall devise a system to protect those items designated by law to be confidential but shall not establish a separate file for such materials. All matters pertaining to an employee shall be retained in a single file.</p>
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