

## EMPLOYEE RECORDS

The school 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 school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school 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 school officials.

Employees may have access to their personnel files and copy items from their personnel files at a time mutually agreed upon between the Chief Officer of Human Resources and Equity and the employee. Employees can request to review the Human Resources procedural manual in the Human Resources office. The school district may charge a reasonable fee for each copy. Board members will only have access to an employee's file when it is necessary because of a confidential, employee related matter before the Board.

It shall be the responsibility of the Superintendent or their designee to keep employees' personnel files current. The Chief Officer of Human Resources and Equity shall be the custodian of employee records.

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

Legal Ref.: Iowa Code chs. 20; 21; 22; 91B

Cross Ref.: 704.31 Personnel Records

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