

An administrative employee shall have the right to examine and respond to all of the material in his/her personnel file which has accrued after his/her employment. A representative of the employee may, at the employee's request, accompany the employee in the review or, with the employee's consent, may conduct the review. Each administrative employee's personnel file shall contain only the following:

- 1.0 Pre-employment information
- 2.0 Medical reports
- 3.0 Copies of annual contracts and supplemental contracts
- 4.0 Transcripts
- 5.0 Certification material
- 6.0 Letters of commendation
- 7.0 Copies of official personnel actions
- 8.0 Written evaluations
- 9.0 Other materials, as agreed between the employee and the assistant superintendent, human resources.

Materials placed in the employee's file shall be photocopied within 48 hours of placement and submitted to the employee who shall sign a receipt signifying he/she has received the material. Such receipt does not indicate agreement. The employee may make a written response to the material which shall also be placed in his/her file, and attached to the material being responded to. Materials which relate to an incident involving an administrative employee must be submitted for placement in his/her personnel file within a reasonable period of time following the date of the complaint. Any material shall be removed from the file if an employee's claim that it is inaccurate or unfair is sustained through board policy 6213.

Board of Trustees

June 23, 1978

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