

BEND – LA PINE SCHOOL DISTRICT NO 1
ADMINISTRATIVE REGULATIONS
CODE: GBL-AR
DATED:
REVISED:
REVIEW DATE:
REVIEWED BY:

PERSONNEL RECORDS

An official personnel file will be established for each person employed by the district. Such files will be maintained in the district's personnel services department. Information will be kept confidential. No files will be removed from their central location for personal inspection.

All records containing employee medical condition information such as workers' compensation reports and release/permission to return to work forms will be kept confidential in a separate file from personnel records. Such records will be released only in accordance with requirements of the Americans with Disabilities Act or other law as may be applicable.

The superintendent will be responsible for establishing regulations regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions to be placed in their personnel file and may submit a written response to be attached to the file copy.

Except as provided below or required by law, district employees' personnel records will be available for use and inspection by only the following authorized individual(s):

1. The individual employee. An employee or designee may arrange with the personnel services department to inspect the contents of his/her personnel file on any day the personnel services department is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A member of the Board, designated by the Board, when relevant to personnel actions then under consideration by the entire Board;
5. The superintendent, his/her secretary and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the personnel services department;
8. Attorneys for the district or the district's designated representative on matters of district business;
9. Law enforcement officers conducting an investigation requested by the superintendent;

10. Individuals assigned to applicant screening or interview teams when the employee has applied for another position in the district.

The superintendent may permit persons other than those specified above to use and inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case the appropriateness and extent of such access.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order requiring their release.

Records placed in personnel files should include, but are not limited to, the following:

1. Application forms and other applicant communications;
2. Offer of position;
3. Acceptance of offer;
4. Position descriptions;
5. Employment contracts and personnel action forms;
6. Performance evaluations;
7. Records of academic growth or training programs;
8. Copies of certificates and other required documents;
9. Transfer requests;
10. Requests for leaves of absence for non-medical reasons and replies;
11. Letter of commendation or reprimand;
12. Comments the employee may wish made and added to records;
13. Letters of resignation and other termination documents.

A copy of these provisions shall be placed conspicuously near all personnel files.

A log book will be kept with the personnel files to record the name, date, purpose of access and materials added or deleted when an employee's file is inspected.

The superintendent and his/her secretary as well as the personnel services department staff are exempt from signing the log book.