

HUMAN RESOURCE**PERSONNEL RECORDS****I. Contents of Personnel Records**

Personnel files contain the following information: an application and resume; copy of birth certificate; applicable valid license(s)/certificates; all applicable employment contract(s); performance evaluations; transcript(s) of academic records; valid PPD Test; Drug Free Workplace form; Employment Eligibility Verification (Form I-9); verification of former employment; writing exercise; salary information; verification of the passage of appropriate tests; and, other appropriate pre-employment information as needed.

Written information concerning disciplinary actions, grievances and medical leave information will be maintained in separate confidential files. However, written information to an employee following Board of Education meeting concerning disciplinary action may be placed in the employee's personnel file. The employee may attach comments to the information to become part of the personnel file.

II. Employee Access to Personnel Records

The employee may review the contents of his/her personnel file upon written request to the Director of Human Resources by completing the Request Form to View Personnel File. The completed form shall be placed in the personnel file.

A representative of the employee may, at the employee's written request, be granted permission to review said file. The employee, of his/her representative, shall have the right to reproduce any of the non-confidential contents of said file at the employee's expense. Confidential information refers to application references and placement papers waived by the employee.

III. Access to Personnel Records in General

Individual employee personnel files are maintained in the personnel office. Personnel information may not be transmitted without the written permission of the employee, except in the conduct of official Ohio County Schools business.

Access to employee personnel files may be granted to designated employees; i.e. Principal, Central Office Administrator, on a demonstrated "need to know" basis without the consent of the employee. Information thus obtained by these designated employees shall be provided to others only on a demonstrated "need to know" basis and limited to that information which is reasonably required for the proper conduct of their work for the school system.

V. Request to Review Personnel File

A Request Form to Review Personnel File shall be completed and placed in the personnel file each time a file is reviewed. The Superintendent, Assistant Superintendent, Director of Human Resources, and Human Resources Office Secretary shall be exempt from completing this form.

POLICY REVIEWED: June 9, 2014

POLICY REVISED: June 10, 1996

POLICY ADOPTED: May 23, 1994

OHIO COUNTY BOARD OF EDUCATION

REQUEST FORM TO REVIEW PERSONNEL FILE**CHECK ONE:**

- ☐ I request to review my personnel file. (Skip to bottom of form, sign and date.)
- ☐ I request to review the personnel file of _____.
(Complete the remainder of the form.)

The purpose of this review is:

In making this request, I hereby certify: (1) that I need to know this information in order to properly execute my responsibilities in Ohio County Schools; (2) that I understand the responsibilities regarding the privacy rights of an employee; and (3) that my use of the information disclosed to me in response to this request will not constitute an invasion of my employee's rights.

Signature_____

Date_____