

County Personnel Files Policy

1.0 Purpose:

It is necessary for the orderly operation of the school system to prepare a personnel information system for the retention of appropriate information bearing upon an employee's duties and responsibilities to the county and the county's responsibilities to the employee.

2.0 Procedures:

2.1 The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held, compliance with federal, state and local benefit programs, conformance with county rules, and evidence of completed evaluation. Such records will be kept in compliance with the laws of the State of West Virginia.

2.2 A personnel file for each employee of the Wirt County Board of Education shall be maintained in the personnel office. The Superintendent or designee will be responsible for the maintenance of an employee personnel information system. A single central file shall be maintained.

2.3 The employee's personnel file shall include, but not be limited to, records and documents collected and retained by the school system relating to the individual's application, selection, or non-selection, promotion, demotion, transfer, leave, salary, suspension, performance evaluation, disciplinary action, or termination of employment..

2.4 Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. Every employee, whether public or private, has the right to inspect his or her personnel file, where the file exists. Inspection shall take place during regular business hours at the personnel office, accompanied by a member of the personnel office staff.

2.5 Personnel records shall not be available to Board members and school administrators except as may be required in the performance of their jobs. Employees within the personnel department who have been assigned the responsibility for maintaining personnel files have access to the files only for this purpose.

2.6 When an employee disagrees with an item contained in his/her personnel file, a written statement of the reason(s) for the objection may be submitted to the personnel office. Within five (5) working days from the receipt of the request, a written response will be provided by the Director of Personnel or the Superintendent. The item(s) in question will be removed or the employee's letter of disagreement will be attached to the item in question and remain in the file.

Administrative Guidelines:

The Board authorizes the Superintendent to establish written administrative guidelines to facilitate enforcement of and compliance with this policy.

Severability:

If any provision of this policy or application thereof to any persons or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this policy. Where questions arise on these regulations, the superintendent of schools is authorized to render decisions on matters.

Review Schedule:

This policy will be reviewed in accordance with the policy review schedule published by the Superintendent.

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Authorization:

Replaces:

Reviewed: 3/12/19

Approved: 4/16/19