

Administrative Procedure 2021
Access to Personnel Files

The School District central office maintains individual personnel files on each employee. These files contain information concerning employment history, records of financial matters, change in assignments, leaves of absence, performance reports and correspondence with the employee.

The information contained in the files is confidential. Access to personnel files will be limited to:

1. the director of human resources;
2. the secretary treasurer;
3. the superintendent of schools;
4. the assistant superintendent of schools;
5. any supervisory staff for employees who fall within their supervisory scope; and
6. the employee, upon request to the director of human resources.