

Personnel

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: PERSONNEL RECORDS AND FILES****Personnel Records**

District employees shall notify the District Office of their wish to inspect their personnel files at least one (1) day in advance.

Employees may obtain copies of any material in the personnel file, but may not remove any materials from it.

Inspection of the personnel file shall take place in the District Office.

Personnel Files

All personnel files are considered confidential. In this case confidential means that the file is available only to the individual, and his/her supervisors.

Faculty personnel files are to be kept in the District Office. Copies of observations and/or evaluation forms may be kept in the Principal's office but the signed original is to be sent to the District Office. The Building Principal's file is considered part of the District personnel file. Service personnel files are to be kept in the District and/or business office. Copies of evaluations may be kept in the Business Office but the original signed copy is to be kept in the District Office.

Personnel files are to include communications with the staff member, transcripts, letters of reference, employment records, etc. All items should be marked "c: personnel file," and the employee should get a copy. Personal notes by the supervisor or Building Principal and interoffice memos are not to be kept in the personnel file unless the employee receives a copy. Grievance materials/communications will be kept in the personnel file until the grievance is resolved. At that time, the original grievance and the resolution will be kept in the personnel file and all other information relating to the grievance will be placed in a grievance file.

Material kept in the personnel file is not to be released unless authorized by the staff member. This will normally be done through the District Office and will require written authorization.

Employees may review their personnel file by appointment in the presence of the Superintendent or his/her designee. Employees may have copies of any material in their folder except confidential recommendations.

Financial data and other information covered by the Freedom of Information Law will be made available only upon proper request.