

PERSONNEL FILES

A file of personnel records shall be maintained in the superintendent's office for each employee of the Southwest Technology Center Public Schools. A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration as specified by state and federal laws.

Confidentiality

Personal information concerning district employees is generally confidential and may be reviewed only on a "need to know" basis under conditions which guarantee management's right of access to information necessary to make judgments and the protection of the employees of the district against unnecessary invasion of privacy. Some personnel information is "public record" and must be released to any person upon request. In compliance with the Oklahoma Open Records Act, the following employee records will be subject to public inspection:

1. Employment application of a person who becomes a public official
2. Gross receipt of public funds
3. Dates of employment
4. Title and position
5. Final disciplinary action taken against employee resulting in loss of pay, suspension, demotion of position, or termination
6. Degree obtained and curriculum on transcript but grades are to be kept confidential

Files containing medical information regarding an employee will be kept separate from other personnel files.

Types of Information

It shall be the responsibility of each certificated employee to see that there is filed with the district any record of prior teaching experience. In addition, if the employee has rendered military service, the proof of discharge from the service must be furnished. It is the obligation of the employee to see that information that will maintain the employee's personnel file on a complete and up-to-date basis is sent to the superintendent's office. The records shall contain the following information:

1. The correct name and the current address and telephone number of the employee;
2. An accurate record of the work experience of the employee;
3. Current data on education completed, including the transcripts of all academic work;
4. Proof of requirements fulfilled in order to be eligible for salary;
5. Current data on credentials;

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6. Any current data requested concerning the health of the employee, or medical examinations that the employee may have undergone;
7. Records of assignment;
8. Evaluations of performance;
9. Letters of commendation, reprimand, or omission of duty;
10. Other materials mutually agreed upon between the campus director and the teacher.

Use of Personnel Records

All the contents of the personnel records file shall be available for inspection by the employee concerned. A request must be made to the superintendent prior to the employee having access to his or her file. The district reserves the right to have a member of the superintendent's office staff present at the time the employee inspects his or her personnel file for the purpose of explaining and interpreting the information therein. Similarly, at the time the record is reviewed, the employee shall have the right to have present a representative of his or her own choosing, if desired.

The employee shall have the right to respond to all materials contained in the personnel file and to any materials to be placed in the file in the future. Responses shall become part of the file.

**REFERENCE: 51 O.S. §24A.7.
70 O.S. §6-101.11
The Americans With Disabilities Act**

CROSS-REFERENCE: Policy GBA, Open Records Act

**Adopted: January 1994 as policy P-106 and policy P-107
Revised: November 1995**