

PATTONVILLE SCHOOL DISTRICT

EPS Code: GBLA

District Code: B542

PERSONNEL RECORDS

It is the intent of the Board to maintain complete and current personnel files for all District employees. There shall be one personnel file for the District maintained in the office of the superintendent or designee.

The file of an individual employee will be considered confidential information, and will be available only to authorized administrative personnel and to the employee or as otherwise required by law or court order.

Every employee, upon request to and in the presence of the appropriate administrative official, will have the right, during working hours, to inspect his/her personnel file, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.

Information of a derogatory nature will not be entered or filed in the employee's personnel folder until the employee is given notice and an opportunity to review the information and comment thereon. The employee will have the right to append a reply to the statement, which will be included in the employee's personnel folder.

Adopted: July 1, 1979

Revised: December 10, 2002