

PERSONNEL RECORDS PROCEDURES

An employee's inspection of his/her personnel file shall be done at a time and place which is mutually agreeable to the personnel director, Superintendent or his/her designee, supervisor and the employee. Such review shall be done in the company of a NWESD 189 administrator or designee and, if desired, a person of the employee's choosing. An employee may copy any of the materials included in his/her personnel files. The NWESD 189 may charge for such copies.

When an employee is transferred, resigns, or retires, his/her departmental personnel file shall be forwarded to the personnel office for filing in a "dormant" status.

Access to the personnel records of employees shall be restricted to the following:

- 1) employee;
- 2) supervisor(s) of the employee;
- 3) Board of Directors, as appropriate;
- 4) NWESD 189 legal counsel;
- 5) Superintendent;

- 6) personnel director;
- 7) any individual specifically authorized in writing by the employee; and/or
- 8) clerical and supervisory personnel responsible for maintaining the personnel files.

Whenever someone other than those authorized in this policy requests access to an employee's record, they shall be entitled to inspect and/or copy only that portion of the record whose disclosure will not violate the employee's right of privacy.

The NWESD 189 shall keep personnel records in accordance with the *Records Management Manual and General Records Retention Schedule*, published by the Office of the Secretary of State:

- Employee personnel files – 6 years
- Employment requisition/personnel action request – 2 years
- Job announcement or posting – 2 years
- Employment interview evaluation files – 2 years
- Employment application, non-hired – 1 year
- Employee contracts – 6 years
- Professional credit committee file - until termination of employment
- Job descriptions - until superseded
- Employee directory - until superseded

First Reading:
Second Reading: 08/27/84 (as 4250-P1)
Revised: 02/26/92 (as 4250-P1)
Revised: 05/23/01 (recodified 5260-P)
Revised: 06/23/04