

Personnel

Series 400

Policy Title Employee Records

Code No. 401.5

The school district shall maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

Some references to employee records are included in Master Contracts. See especially the contract between the MEA and the District. (Article XII)

The records shall include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential records, and therefore are not generally open to public inspection or accessibility. Confidential records include, but are not necessarily limited to, birth dates, addresses, gender, employment applications, performance evaluations and individual test scores. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. The school district may charge a reasonable fee for each copy. However, employees will not be allowed access to the employment references written on behalf of the employee. Board members will generally only have access to an employee's file when it is

necessary because of an employee-related matter before the board.

It shall be the responsibility of the superintendent or designee to keep employees' personnel files current. The Human Resources Director shall be the custodian of employee records.

It shall be the responsibility of the superintendent to develop administrative regulations for the administration of this policy.

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January 1, 2013

Amended: May 22, 2000
February 4, 2008
March 6, 2017

Cross Reference: 403-Employees' Health and
Well-Being
708-Records

Legal Reference:

Iowa Code chs. 20; 21; 22; 91B (1999).
Clymer v. City of Cedar Rapids, No.
209/97-1705 (Iowa 1999). Des Moines
Independent Community School District v.
Des Moines Register and Tribune Company,
487 N.W. 2d 666 (Iowa 1992).
City of Dubuque v. Telegraph Herald, Inc.,
297 N.W. 2d 523 (Iowa 1980)