

300 PERSONNEL, continued

312 Personnel Files

The Superintendent or his/her designee shall maintain an individual personnel file for each employee.

300 PERSONNEL, continued

- 312 Personnel Files, continued
- R312.1 General
- R312.1a Personnel files will be kept in a locked file in the Human Resources Department. The files of personnel who have left the employ of the ESD shall be similarly kept, but in an inactive file.
- R312.1b The personnel file of every employee currently employed by the ESD shall be open to him/her for his/her inspection.
- R312.1c Access to the personnel files will be restricted to the following parties:
- 1) The employee
  - 2) The Superintendent
  - 3) Any district employee or Board member authorized by the Superintendent.
- R312.1d Certificated Personnel - Confidential college credentials and other confidential preemployment materials will be returned to the sender or destroyed, if so directed by the sender.

R312.1a amended 1-20-77; 1-23-79; 3-29-88; 3-26-91; 2-23-93

R312.1b amended 1-20-77; 1-23-79; 3-29-88; 3-26-91

R312.1d amended 1-24-84

300 PERSONNEL, continued

- 312 Personnel Files, continued
- R312.2 Procedure for Examining Files
- R312.2a An employee's personnel file is available to him/her for examination by appointment.
- R312.2b The Superintendent and/or his/her designee shall be present while the employee examines his/her file.