

PERSONNEL RECORDS

Board Policy File: GAK

"A Personnel Record will be kept on each employee of the Madison County Board of Education. Such records will be kept in one or each of the following forms and places:

1. A Central Office Personnel File, maintained by the Personnel Office, to include information related to initial and continued employment
2. Local School/Work Site Personnel File, maintained by the Principal/Supervisor of each school/work site

Access to a Personnel Record

No person shall have access to or receive information from an employee's Personnel Record, with the following exceptions:

1. A school system official having a need for access for purposes of carrying out his/her job responsibilities relative to the employee
2. The employee
3. Any individual with written permission from the employee for such access
4. A lawfully authorized hearing officer or panel conducting an investigation into the competency or performance of the employee
5. Appropriate law enforcement officials
6. Department of Archives and History or the State Department of Education for historical research and information
7. Public access as it applies based on statutes governing the public's access to governmental records, subject to privacy rights rulings of the various federal and state courts

Material Placed in Personnel Record

Material related to the employment and continued employment shall be routinely placed in Central Office Personnel Records as authorized by the Director of Personnel, with the following stipulations on certain information:

Work Performance and Evaluation

1. End of the year evaluations according to Board policy and procedures as long as signed by the employee
2. Other information related to performance and evaluation, to include statements, reports, and comments related to work performance, disciplinary action against the employee, suspension of the employee, or dismissal of the employee, signed by a person reasonably competent to know the facts or make a judgment as to the accuracy of the information

Such information will be placed in Central Office Personnel Record only with Director of Personnel approval and with copy to employee, and placed in Local School Personnel File only with Principal/Supervisor's approval and with copy to employee

Anonymous Materials

For purposes of this policy, *anonymous material* is defined as those complaints and material other than routine administrative matters. Routine administrative matters are those that should be handled by the Principal/immediate supervisor without involving the Superintendent.

Anonymous complaints or material shall be maintained in an employee's Personnel Record only under the following conditions:

1. The Superintendent determines if such information is worthy of an investigation, and if so he/she will investigate or authorize another school official to investigate. If he/she determines the material is not worthy of an investigation, the material will be destroyed
2. The results of such investigation will be placed in writing, dated and signed by the person conducting the investigation and attached to the anonymous material. The results will be dated and signed by the employee, and placed in the employee's Central Office Personnel Record

Madison County Schools ADMINISTRATIVE GUIDE TO PERSONNEL PRACTICES Procedures Manual

3. Anonymous complaints must be investigated within 30 days of receipt; otherwise they shall not be investigated and shall be destroyed
4. Results of anonymous complaints will be maintained in the Central Office Personnel Record

Transfer of Record or Information

A Personnel Record, a copy of it or any information contained within it, shall be transferred only upon written request of the employee, except for those circumstances and for information described under Access to Personnel Record.

Employee Right to Respond to Material

An employee shall have the right to respond in writing to any material placed in the Personnel Record, and such response shall be attached to such material, and shall be treated as part of the material when it is reviewed, transferred, or otherwise used for any reason according to the stipulations contained in this policy.”