

PERSONNEL

Personnel Records

The District maintains a complete personnel record for every current and former employee. The employees' personnel records will be maintained in the District's administrative office, under the direct supervision of the Personnel Office. Employees and their designees will be given access to their personnel records, in accordance with guidelines developed by the Superintendent. In addition to the Personnel Office or other designees, counsel retained by the Board will also have access to a cumulative personnel file. Personnel files shall be maintained for minimum 10 years after the employee's separation from employment.

No material derogatory to an employee's conduct, service, character, or personality shall be placed in the file, unless the employee has had the opportunity to read the material. The employee shall be entitled to respond to the material and to have that response placed in the file, if requested in a reasonable period of time, not to exceed 60 days.

The District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school.

The Superintendent shall develop procedures regarding the content, maintenance and access to personnel records maintained by the District.

Legal References:	20 USC 6301	No Child Left Behind Act
	29 USC 201, et seq	Fair Labor Standards Act
	§ 2-6-101, et al MCA	Public Records Generally
	§ 20-1-212, MCA	Destruction of Records by School Officer
	24.9.805, ARM	Employment Records

Cross References:

Policy History:
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 Revised on: