

PERSONNEL FILES

I. POLICY STATEMENT:

It is the policy of the St. Johnsbury School District to develop and maintain complete and secure personnel files that accurately reflect the experience and service of each staff member employed by the District.

II. ADMINISTRATIVE RESPONSIBILITIES:

General Information: The St. Johnsbury School District Human Resources office will maintain a personnel file for each employee of the District and, unless otherwise provided by master contract, its contents will be confidential and will be released only as required by law or after written waiver by the employee.

No material derogatory to an employee's conduct, service, character, or personality will be placed in his/her personnel file unless the employee has had an opportunity to review the material with the Superintendent or his/her designee. The employee shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed, with the expressed understanding that such signature in no way indicates agreement with the contents thereof. The employee will have the right to submit a written statement to such material and the statement will be reviewed by the Superintendent or his/her designee and attached to the filed copy.

Criminal Record Check Information: At the time of employment, a copy of the Superintendent's request for a criminal records check by the Vermont Criminal Information Center and a copy of the Center's response will be placed in each employee's personnel file. Criminal history logs, processed release forms, and criminal record information will be maintained for the retention period specified in the District's user agreement with the Vermont Criminal Information Center.

After the specified retention period, the record information and logs will be maintained or destroyed as follows:

- a. If the person who is the subject of the background check authorizes maintenance of the information, and the information is a notice of no criminal record, the information will be securely maintained by the School District indefinitely;
- b. If the person who is the subject of the background check authorizes maintenance, and the information is a criminal record or notice of the existence of a criminal record, the information will be sent by the Superintendent to the Commissioner of Education for secure maintenance in the central records repository;
- c. If the person who is the subject of the background check does not authorize maintenance of the information, the Superintendent shall destroy the information in accordance with the user agreement.

III. EMPLOYEES' RIGHTS AND RESPONSIBILITIES

An employee may examine his or her own personnel file by appointment with the Human Resources Secretary following established procedures in place. At no time will documents be removed from a staff member's file without written authorization of the appropriate administrator.

Legal

Reference(s): 1 V.S.A. §317 ©(7) (Public records)
 16 V.S.A. §§251 et seq. (Criminal records checks)

Cross Reference: Evaluation and Supervision of Staff (D4)
 Personnel: Recruitment, Selection, Appointment (D1)

DATE WARNED: **AUGUST 18, 2006**
DATE APPROVED: **NOVEMBER 20, 2006**