

PERSONNEL RECORDS

The District will maintain personnel records for all employees. The records will be utilized for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees and for meeting Board, state, and federal educational reporting requirements.

The personnel file will include application for employment, references, credentials and records relative to compensation, evaluations, and other matters as may be considered relevant to this policy. Evaluations may also be kept electronically.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): February 12, 2018; August 12, 2024

REVIEW DATE(S): June 24, 2024

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: