

PERSONNEL RECORDS

The Superintendent will develop and implement a comprehensive and efficient system of personnel records. The following guidelines govern such records:

1. Personnel files will contain records and information relative to compensation, payroll deductions, evaluations and such information as may be required by the State or federal government or considered pertinent by the Superintendent. Anonymous material or material from an unidentified source will not be placed in a staff member's file.
2. A personnel file for each employee will be accurately maintained in the District office in accordance with administrative regulations incorporating the requirements set forth under the Ohio Privacy Act for the protection of employees.
3. State law requires that all public records be promptly prepared and made available for inspection to any member of the general public at all reasonable times during regular business hours. Upon request, the person responsible for maintenance of the public records is required to make copies available at cost, within a reasonable period of time.
4. The public will have access to all records in the personnel file with the following exceptions:
 - A. Medical records
 - B. Records pertaining to adoption, probation or parole proceedings
 - C. Trial preparation records
 - D. Confidential law enforcement investigatory records
 - E. Records of which the release is prohibited by State or federal law
5. Each employee will have the right, upon written request, to review the contents of his own personnel file. Exceptions to this shall include medical, psychiatric or psychological information determined by a physician, psychiatrist or psychologist to be likely to have an adverse affect upon the employee. Requests will be made to the Superintendent and scheduled for a time convenient for the parties involved.
6. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file after the appeal procedure outlined in the Ohio Revised Code. The appeal procedure permits any employee who disputes the accuracy, relevance, timeliness or completeness of information maintained in his file to compel the school District to investigate the current status of the information.
7. Personnel records should be reviewed only within the confines of the Superintendent's office or the Board's office.

LEGAL REFS.: ORC 9.01; 9.35 149.4 1; 149.43 1347.01 et seq. 3317.061 4113.23
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