

PERSONNEL FILES

It is necessary for the orderly operation of the School Corporation to prepare a personal information system for the retention of appropriate papers bearing upon an employee's duties and responsibilities to the Corporation and the Corporation's responsibilities to the employee.

The School Board requires that sufficient records exist to ensure an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with Corporation rules, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Indiana.

The Board delegates the maintenance of an employee personal information system to the Superintendent.

A central filing system shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

The employee shall have access to his/her file upon request.

Personnel records shall be available to administrators in the performance of their responsibility vis-à-vis an employee.

Personnel wishing to review their own records shall:

- A. review the record in the presence of the administrator designated to maintain said records or designee;
- B. make no alternations or additions to the record nor remove any material therefrom;
- C. sign a log attached to the file indicating date and person reviewing.

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

- A. name and date;
- B. material to be appealed;
- C. reason for appeal

The responsible administrator shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law.

The Superintendent shall prepare administrative guidelines defining which personnel records are to be maintained.

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