

Personnel Records

Board Policy: P-13
Adopted: November 8, 1993
Revised: June 4, 2007

I. General Policy Statement

Haywood County Schools shall maintain files in the personnel office for all employees as provided by law. The superintendent and all administrators are directed to ensure that all appropriate employment-related information is submitted to the file. Employees will be provided all procedural protections as provided by law.

II. Regulations

The personnel file will include the following records.

- A. Information relating to an individual's application for employment, selection or non-selection, promotion, demotion, transfer, leave, salary, suspension, performance evaluation records, disciplinary action or termination of employment
- B. Commendations for and complaints against an employee which have been filed through the superintendent
- C. Teacher certificates (certified personnel) and other certificates/licenses
- D. Standard test scores (certified personnel)
- E. Academic records (certified personnel and teacher assistants)

III. Additions to Personnel Files

No evaluation, commendation, complaint, or suggestion may be placed in the personnel file unless it meets the following requirements.

- A. The comment must be signed and dated by the person making the evaluation, commendation, complaint or suggestion.
- B. Notification to the employee that the commendation, complaint, or suggestion will be placed in the personnel file after five (5) days.
- C. The superintendent or principal must have notified the person by letter or in person that the comment is available for inspection before it is placed in the employee's personnel file.
- D. The employee shall sign or initial the evaluation, commendation, complaint, or suggestion written about him/her to indicate that the document has been inspected. Failure to do so will be noted in the file.

- E. The employee may offer a denial or explanation of the evaluation, commendation, complaint, or suggestion, and any such denial or explanation shall become a part of the personnel file.
- F. The superintendent may elect not to place any complaint in a personnel file if the complaint contains invalid, irrelevant, outdated or false information. The superintendent may also elect not to place a complaint in a personnel file if there is no documentation of an attempt to resolve the issue (G.S. 115C 325 and G.S. 115C 276).

III. Deletions to Personnel Files

An employee may petition the Board to remove any information from his or her file which he/she believes to be invalid, irrelevant or outdated. The petition shall be submitted in writing with specific reasons for deletion, signed by the employee, and submitted to the Human Resources Director. The Board will direct the superintendent to carry out its decision.

IV. General Access to a Personnel File

- A. Access to a personnel file may be permitted to the following persons without the consent of the employee about whom the file is maintained:
 - 1. Those school officials involved in the evaluation process of the individual and the School Board if its examination of the file relates to the duties and responsibilities of the Board.
 - 2. Members of a review panel of the Professional Review Committee if the employee has requested a review in a demotion or dismissal procedure.
- B. No other person may have access to a personnel file except under the following circumstances:
 - 1. When the employee gives written consent to the release of records. The written consent must specify the records to be released and to whom they are to be released. Each request must be handled separately; blanket permission for release of information shall not be accepted.
 - 2. When subpoenaed or under court order.

V. Individual's Access to a Personnel File

An employee may have access to his or her own personnel file at all reasonable times. The right to access includes the right to make written objections to any information contained in the file. Any written objection shall be signed and dated by the employee, and it shall become part of the personnel file.

VI. Procedure for Maintaining Personnel File

The Superintendent shall have the over-all responsibility for maintaining and preserving the confidentiality of personnel files. The Superintendent may, however, designate another school official to perform these duties. The Superintendent or designee is responsible for granting or denying access to records on the basis of these regulations.

Legal references: G.S. 115C-319 and G.S. 115C-325 (b)