

Book	Policy Manual
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### 8320 - **PERSONNEL FILES**

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

The Board of Education 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 District rules; and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Michigan.

The District shall not disclose an employee's home address or contact information to a third party without the employee's written authorization.

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

- Superintendent.
- Business Manager.
- Assistant Superintendent for Personnel.
- \_\_\_\_\_.

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

and shall be destroyed annually.

~~+~~ Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. Employees shall provide necessary information for their personnel files. If providing the requested information is optional, employees shall be informed of their right to decline to supply the information.

Employee medical records, including, but not limited to, insurance forms, medical certifications by a physician, and requests for leave or accommodation, shall not be maintained in the employee's personnel file and shall instead be maintained in a confidential medical file.

~~+~~ A copy of each such entry shall be given to the employee upon request.

except for matters pertaining to pending litigation.

A copying cost will be charged for each copy given to the employee at his/her request at the rate determined by the \_\_\_\_\_.

An employee may review their personnel record upon written request.

~~f-f~~  (X) The employee may periodically review ~~their~~ his/her file at reasonable intervals, generally not more than two (2) times in a calendar year or as otherwise provided by law or by a collective bargaining agreement.

Personnel wishing to review their own records shall:

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

Personnel records

shall be available to Board members and school administrators as may be required in the performance of their jobs.

shall not be available to Board members and school administrators except as may be required in the performance of their jobs.

The personnel files shall be reviewed annually and material no longer required shall be destroyed.

and no record shall be maintained of said destruction.

~~f-f~~ Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures or refer the requestor to the employee's immediate supervisor.

~~Personnel wishing to review their own records shall:~~

- A.  ~~request access in writing;~~
- B.  ~~review the record in the presence of the administrator designated to maintain said records or designee;~~
- C.  ~~make no alterations or additions to the record nor remove any material therefrom;~~
- D.  ~~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.
- D.  \_\_\_\_\_.

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

If the appeal does not resolve the disagreement, the employee may submit a written statement, not exceeding five (5) sheets of 8 1/2 inch by 11 inch paper, explaining the employee's position. This written statement shall be kept in the employee's file.

### Records Retention

Generally, personnel files shall be maintained for the duration of the individual's employment with the District, plus six (6) years. Files maintained on employees who were cited for unprofessional conduct shall be maintained for the duration of employment plus fifty (50) years.

Medical files shall be maintained for the period during which the individual is employed by the District or receiving benefits, whichever is longer, plus seven (7) years.

Per the State of Michigan Records Retention and Disposal Schedule for Public Schools, 404A.

State of Michigan Records Retention and Disposal Schedule for Public Schools at 400A and 400B.

~~The Superintendent shall prepare administrative guidelines defining which personnel records are to be maintained and the procedures for their maintenance and review.~~

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Legal

M.C.L. 423.501 et seq

Last Modified by Amy Manchester on November 2, 2021