

## **PERSONNEL RECORDS**

All official records dealing with and relating to personnel shall be maintained in a locked file at the Board of Education office. Personnel records shall contain essential personal information, such as position classification, certification or license verification, transcripts, experience verification, contracts, personnel action forms, medical examination reports, personal leave records, annual evaluation reports, various types of correspondence and other employment information that the Board may determine necessary to maintain.

Any specific information pertaining to an employee's grievance, any written documentation of disciplinary action, and any information related to medical conditions and/or requests for benefits through the Family Medical Leave Act shall be maintained in a separate file, and not in that employee's official Personnel Record.

The employee may review his/her file, and may authorize a representative to review his/her file. The employee may obtain copies of any part or all of his/her file, upon request. The right to access includes the right to make written objections to any information contained in the file. Any written objection must be signed and dated by the employee and it shall become a part of the personnel file.

The Superintendent, Curriculum Director, Treasurer, Personnel Director, the employee's immediate supervisor, and the secretary for the Personnel Director may have access to an employee's personnel file without consent of the employee.

No other person may have access to the employee's personnel file except under the following circumstances:

1. When the employee gives written consent to the release of his/her records. The written consent must specify the records to be released and to whom they are to be released. Each request for consent must be handled separately; blanket permission for release of information shall not be accepted. Such written consent shall become a part of the employee's personnel file;
2. When subpoenaed or under court order; and
3. Audits or monitoring reviews of programmatic and/or financial natures duly required or authorized by law.

The Tyler County Board of Education realizes that an employee's health condition is personal and confidential. Personal and medical files are exempt from public disclosure. In addition, information relating to a specifically-named individual, the disclosure of which would constitute an unwarranted invasion of personal privacy, is prohibited.

Medical records of an employee who has a chronic-infectious disease shall be maintained in a separate file at the Board of Education Office.

All persons privileged with any medical information that pertains to an employee shall be required to treat all proceedings, discussions, and documents as confidential information. Additional information pertaining to Chronic Infectious Diseases may be found in Policy GK.

The personnel files of former employees shall be maintained in perpetuity in an inactive file. Records such as certificates belonging to the employee may be released upon written request.

REFERENCE: Freedom of Information Act; WV School Laws – Chapter 29B (29B-1-1 through 29B-1-7); Board Policy GK – Chronic Infectious Diseases; Family Education Rights and Privacy Act, 1975

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