

## Salmon River Joint School District No. 243

### PERSONNEL

5500

#### Personnel Files

The District maintains a complete personnel record for every employee (certificated and classified). Much of the information contained in employee personnel files is confidential and access to such files should be limited to the Superintendent, Principal, the employee, the employee's designee or representative.

A log of those persons other than the Superintendent, Principal or other administrative staff, will be kept indicating the date and time of inspection, name of person requesting access, description of the records copies, if any, and the initials of the person providing the access and/or copies requested records.

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school. Access to other information contained in the personnel records of District employees is governed by Policy 4340.

#### Certificated Employees

The District may maintain the following files for employees:

1. District File (Official); and
2. Building File

An employee's official file shall be kept in the administrative office. It should contain the following records:

1. application materials;
2. contracts of employment;
3. communications from the administration

The building file may contain performance evaluations, notes and observations. Letters of recommendation will not be kept in employee personnel files, but will be kept in a separate file maintained by the Superintendent. Personal notes of supervisors need not be placed in the building file, but may be maintained in the supervisor's own file(s).

Each certificated employee will be provided written notice of all materials placed in an employee's personnel file. Notice shall be provided within ten (10) days of placement of information in the employee's file. An employee will have the opportunity to attach a rebuttal to any information placed in the employee's personnel file. An employee will have five (5) days (from the date written notice of placement) to attach a statement or notification of rebuttal.

Upon request, an employee or the employee's designee or representative will have access to the employee's personnel file and will be provided copies, upon request within a reasonable period of time.

### Classified Employees

Prior to the placement of any information in the personnel file of a classified employee, the employee shall review and sign any records made to his/her personnel file. Should an employee refuse to sign any entry or record in her/her personnel file, a notation shall be placed in the file documenting such refusal. A classified employee cannot prevent the placement of information in his/her file by refusing to sign any document.

### Record Keeping Requirements Under the Fair Labor Standards Act

In addition to the information to be placed in an employee's personnel file set forth hereinabove, any and all payroll information required by the Fair Labor Standards Act shall also be kept for each employee as follows:

1. Records required for ALL employees:
  - A. Name in full (same name as used for Social Security);
  - B. Employee's home address, including zip code;
  - C. Date of birth if under the age of 19;
  - D. Sex (may be indicated with Male/Female, M/F, Mr./Mrs./Miss);
  - E. Time of day and day of week on which the employee's work week begins;
  - F. Basis on which wages are paid (such as \$5/hour, \$200/week, etc.);
  - G. Any payment made which is not counted as part of the "regular rate";
  - H. Total wages paid each pay period.
  
2. Additional records required for non-exempt employees:
  - A. Regular hourly rate of pay during any week when overtime is worked;
  - B. Hours worked in any work day (consecutive twenty-four-(24)-hour period);
  - C. Hours worked in any work week (or work period in case of 207[k]);
  - D. Total daily or weekly straight-time earnings (including payment for hours in excess of forty (40) per week, but excluding premium pay for overtime);
  - E. Total overtime premium pay for a work week;
  - F. Date of payment and the pay period covered;
  - G. Total deductions from or additions to wages each pay period;
  - H. Itemization of dates, amounts and reason for the deduction or addition, maintained on an individual basis for each employee;
  - I. Number of hours of compensatory time earned each pay period;
  - J. Number of hours of compensatory time used each pay period;
  - K. Number of hours of compensatory time compensated in cash, the total amount paid and the dates of such payments;

- L. The collective bargaining agreements which discuss compensatory time, or written understandings with individual non-union employees.

Access to information contained in the personnel records of District employees is governed by Policy 4130.

Cross Reference: 4131                      Public Access to District Records

Legal Reference: 29 USC 201, et seq.      Fair Labor Standards Act  
                          I.C. § 33-517                      Noncertificated Personnel  
                          I.C. § 33-518                      Employee personnel files

Policy History:

Adopted on: May 18, 2009

Revised on: