

**ADMINISTRATIVE GUIDELINES**

Special Services, Johnson County and Surrounding Schools

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**SERIES 500: PERSONNEL**

**Section 501: General**

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**501.14 Personnel Records**

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**PERSONNEL RECORDS:**

It is necessary for the orderly operation of the Cooperative to prepare a personal information system for the retention of appropriate papers bearing upon an employee's duties and responsibilities to the Cooperative and the Cooperative's responsibilities to the employee. The Board delegates the maintenance of an employee personal information system to the Executive Director.

The Governing 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 Cooperative rules, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Indiana.

A social security number contained in the records of the school Cooperative (student or employee) may not be disclosed or released by the Cooperative unless the record is specifically required by a State or a Federal Statute or is ordered by a court under the rules of discovery.

A single central file shall be maintained, in addition to subsidiary records such as payroll, insurance, annuities, etc. which are maintained for ease in data gathering.

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. The employee shall be informed whether requested information is legally required or whether s/he may decline to supply the information.

A copy of each such entry shall be given to the employee upon request except for matters pertaining to pending litigation.

Certain information concerning Cooperative employees is confidential, to be reviewed on a need-to-know basis and only under conditions which guarantee protection of both management's right to access

information and the employee's right to unnecessary invasion of privacy. Most information in the personnel files, however, is not confidential and is available for inspection in accordance with State law.

Personnel records shall be available to administrators in the performance of their responsibilities in relation to an employee.

Only the public records portions of an employee's personnel file will be made available to a Board member except as specified in the SSJCSS policy relating to Board Member Authority.

Upon employment, a Personnel File will be created for each employee which may contain the following:

**A. Personnel File**

1. a completed employment application packet
2. a copy of certification
3. transcripts
4. I-9 Form
5. W-4 and Wh-4 forms
6. verification of previous employment documents
7. automatic deposit authorization
8. criminal history record check
9. any previously accumulated sick leave
10. payroll deduction authorization

**B. Confidential File**

1. completed application forms for insurance
2. record of any recent physical examination
3. history of any medical treatment/conditions
4. completed annuity forms
5. results of any drug tests
6. any FMLA documents
7. any other health-related documents

Professional staff members shall be responsible upon employment, for providing a complete transcript of their education and records of all prior teaching experience.

All information concerning employees' health status, including mental or physical examinations and treatments are to be kept in a confidential file. Access is limited to the employee, the employee's supervisor, the Superintendent and other central office administrators who have a supervisory relationship to the employee, and others authorized by law.

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During the period of employment with the Cooperative, additional data may also be maintained in personnel and/or confidential files:

- A. current correct name, address, and telephone number
- B. current data on education completed, including transcripts of all academic work
- C. proof of fulfillment of requirements for change in salary classification
- D. current data pertaining to certificates required by the State
- E. all appropriate health and medical information
- F. proof of discharge from military service
- G. rate of compensation
- H. completed evaluations
- I. disciplinary incidents
- J. special awards or distinctions
- K. verification of employment provided by the Cooperative to authorized agencies

## **ACCESS TO PERSONNEL FILES**

The employee shall have access to his/her file upon written request. Employees who wish to review their own personnel file 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 and date a log attached to the file.

The Cooperative shall maintain a written record of any persons other than the employee who have had access to each employee's file.

Although most information in personnel files is a matter of public record, only verification of employment should be provided by telephone request. Any other information about an employee should be requested in writing or in person, and addressed to the Cooperative Records Officer (CRO).

## **COPIES OF MATERIAL IN PERSONNEL FILES**

Employees who wish copies of material in their personnel file shall:

- A. request copies in writing;

- B. receive such copies free of charge.

#### **APPEAL OF MATERIAL IN PERSONNEL FILES**

Employees wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the Executive Director and specify therein:

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

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