

Employee Access to Personnel Files

4060.1

Any teacher, administrator, or full time employee of this school district shall, upon request, have access to his or her personnel file maintained by the district and shall have the right to attach a written response to any item in such file. Any school employee may, in writing, authorize another person to have access to or sent information from such file, and such authorization shall be honored by the district. In addition to providing the name of another person authorized to have access to his or her file the written authorization will also list a period of time for which the person will be entitled to have access to the employee's file.

In the event an employee provides written authorization for another person to have access to his or her files, school officials shall be relieved from any liability in the event the person designated in the request discloses any information obtained by him or her in the course of examining the employee's file.

Such access and right shall not be granted with respect to any letters of recommendation solicited by the employer which may be in the file.

Additionally, before a teacher can review the files, he or she must first secure permission from his or her respective administrator. The file may not be removed from the room where it is kept, and there must be a witness present when it is reviewed. Items cannot be removed from the file.

Legal Reference: §79-8,109 Teacher, Administrator, Full-Time Employee,
Personnel File, Access, Written Response,
Attach.