

Subject: Employee Personnel File Policy

Effective Date: December 08, 2006

Approved By: Board of Directors

Policy: It is the policy to maintain confidential employee personnel files in accordance with applicable labor law.

Procedure:

1. The School maintains employee personnel files. The Human Resources Director is responsible for maintaining school personnel file confidentiality. The Human Resources Department will maintain a personnel file of documents in accordance with current legal requirements and best practices.
2. The personnel file includes any document or accumulation of documents maintained in Human Resources and the Payroll Department which relates to application for employment, changes in status, performance, pay increases, commendations, credentials, attendance, disciplinary actions, or other relevant activities regarding active or inactive employment status.
3. Each employee's personnel file will contain only such information as needed by the School in conducting its business or as required by federal, state or local law. In accordance with the Fair Employment Housing Act, Government Code Section 9547.3, and California Labor Code Section 1198.5, the following information will normally be included:
 - a. Application form and resume as applicable.
 - b. Changes in status/termination data.
 - c. Performance appraisals.
 - d. Credentials / Continuing education certificates.
 - e. Letters of commendation.
 - f. Emergency contact phone number.
4. Payroll records and supporting information are maintained by the Payroll Department.
5. Personnel files are the property of the School, and access to the information they contain is restricted. Generally, only employees, officials and representatives of the School who have a legitimate reason to review information in a file are permitted to do so.

6. Employees may review their personnel files, using the following guidelines:
 - a. With reasonable advance notice, employee may review material in his/her Human Resource file.
 - b. Only current employees or those on leave of absence may review their Human Resource files.
 - c. The review will be made on the employee's time (break, lunch period, or after working hours). If the employee wishes to review the school personnel file during working time, permission must be obtained from the supervisor.
 - d. Review of the individual's Human Resource file must be made in the presence of a member of Human Resources. The personnel file cannot be removed from Human Resources; however, the employee may request copies of the documents that have been signed by the employee. Material cannot be removed or changed by the employee or supervisor. Only Human Resources will make any removals or changes.
7. Access to the Human Resource personnel files is on a need-to-know basis. Only the following individuals will have access to inspect personnel records: The President or any member of the Board, School Director or designee, plus Human Resources, in normal performance of duties.
8. Any change in name, home address, telephone number, marital status, dependent status, or family status, should be reported immediately by the employee to the school. Employees should also notify their immediate supervisor of any change in name, home address, or telephone number.

Original Policy 03/10/03
Revised Policy 12/08/06