

<b>BOARD POLICIES</b>	<b>METRO TECHNOLOGY CENTERS PERSONNEL RECORDS (BP-7030)</b>	<b>The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.</b>
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## 1.0 POLICY:

The Board recognizes the need to maintain an up-to-date and accurate set of employee records and to preserve the confidentiality of the records. Official personnel files are to be kept by the Human Resources Department. Employees shall have access to their own official personnel files, except confidential letters of reference.

Employees will be permitted to place in their files any material that contains factual information concerning additional training or experience, or other pertinent materials related to the employee's employment status.

Sensitive personal information which shall not be used for internal employment decisions shall be kept separate from basic personnel files.

Material that may adversely affect the employee's status and performance evaluations will not be placed in the employee's personnel file until the employee has had the opportunity to read the material and to affix his/her signature and date on the actual copy to be filed. The employee's signature will merely signify that he/she has read the material to be filed and not necessarily indicate agreement with the content. The employee is entitled to receive a copy of the material at the time the signature is affixed to the material.

Employees will have the right to submit a written response to any material in their files within ten (10) working days after viewing it, and the response will be made a part of the personnel file.

Employees, or their duly authorized designee may, upon written request, review the contents of their personnel files and/or employee records maintained by the immediate supervisor and/or the Human Resources Department, with the exception of confidential letters of reference allowing a designee to review the employee's files will be made a part of the personnel file.

Public information, which will be released externally, will include the name, job title, job location, and salary. The home address of all former and present employees shall be kept confidential. Other items of information will be released only with written authorization of the employee.

Disposition of Personnel Files: Employee personnel records will be kept on file for three (3) years following the termination date of the employee. At the end of the three (3) years, the following materials will be retained and become a part of the District archives:

- A. Employment record cards
- B. Final year's contract and/or assignment notification
- C. Most recent certification
- D. Final year's attendance record with accrued leave and/or vacation days
- E. Most recent performance evaluation

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All other material in the employee's personnel file will be either returned to the employee, upon specific request, or discarded.

Upon written request of an employee, and written approval of the superintendent, all admonishments and/or records shall be removed from the files and returned to the employee, after three (3) years.

**2.0 LEGAL REFERENCE:** 51 O.S. § 24A.7, 70 O.S. § 5-117.A.2

**3.0 CROSS REFERENCE:** N/A

**4.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
October 8, 1984	A	Adopted
June 14, 1993	B	Revised
April 17, 1995	C	Revised
September 22, 2003	D	Reformatted
December 15, 2003	E	Legal references reviewed and revised as necessary

**5.0 PCF FRAMEWORK #:** 6.6 Manage employee information

**\*\*\* End of Policy \*\*\***