

PERSONNEL RECORDS

Authority: WV Code § 18-5-13

It is necessary for the orderly operation of Monroe County Schools to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the County and the County's responsibilities to the employee.

The Board of Education 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 County rules, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of West Virginia.

A personnel file for each employee of the Monroe County school system will be maintained in the personnel office.

The Board delegates the maintenance of an employee personal information system to the Personnel Director or designee.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

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 have access to his/her file upon request.

Personnel records shall not be available to Board members and school administrators except as may be required in the performance of their jobs, with reasonable notice to the administrator in charge of personnel records.

Employees within the personnel department who have been assigned the responsibility for maintaining personnel files have access to the files only for this purpose.

Other persons may view the employee's personnel file provided the employee is present or has provided written approval.

Access to personnel files will be permitted under court order or when subpoenaed.

When an employee disagrees with an item contained in his/her personnel file, a written statement of the reason(s) for the objection may be submitted to the personnel office. Within five (5) working days from receipt of the request, a written response from the personnel department administrator will be made. The employee's letter of disagreement will be attached to the item in question and placed in the file.

(Replaces prior Monroe County File GBL in its entirety)

Adopted by Board Action: April 9, 2013