

**Section 400 – Personnel**  
**Employees and Internal Relations**  
**Employee Records**

**File: 402.06**

The school district shall maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

All personnel records shall contain, as a minimum, the following basic items:

1. Initial date of employment.
2. A Federal withholding tax certificate.
3. Appropriate retirement information.
4. Current sick leave and vacation leave information.
5. Any other information deemed pertinent by the board of education or the superintendent of schools for the employment of the individual with the district.

All certified personnel records shall contain the following additional information:

1. A valid teaching certificate, or a copy of the same, which covers the entire period of the employee's contract.
2. A complete transcript of all college credits showing degrees granted, etc.
3. A record of the each individual's teaching experience.
4. Any other information deemed pertinent by the board of education or superintendent of schools for the employment of the individual with the district.

The district will not use or require the use of more than the last four digits of an employee's social security number for:

1. Public posting or display to the general public or an employee's coworkers.
2. Transmission over the internet except on a secure or encrypted connection.
3. Accessing an Internet web site unless a password, personal identification number or other unique authentication is required.
4. Use as an employee number for any type of employment-related activity.

The district may use more than the last four digits of an employee's social security number only for:

1. Compliance with state or federal laws, rules or regulations.
2. Voluntary commercial transactions entered into by the employee with the district for the purchase of goods or services.
3. Internal administrative purposes including providing the number to third parties for such purposes as administration of personnel benefits and employment screening

