

PERSONNEL RECORDS

The District will maintain complete and current personnel files for all District employees. Personnel records will include legally required documents and other records the District determines are necessary to effectively manage the employment relationship and verify compliance with relevant state and federal laws. Personnel records will be retained in accordance with the Missouri Secretary of State's applicable retention manuals.

Confidentiality

Unless authorized by the Superintendent or designee, information in personnel records will be available only to authorized District employees or contacts or as otherwise required by law. More information about this is in Regulation GBL-R.

Storage

Personnel records will be stored in accordance with good data management practices and in such a manner that only authorized personnel who need to know the information as part of their duties with the District have access to the records.

Parent/Guardian Access

In accordance with federal law, at the beginning of each school year the District will notify the parents/guardians of each student attending any school receiving Title I funds that they may request information regarding whether the:

1. Student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction.
2. Student's teacher is teaching under emergency or other provisional certification status.
3. Student is provided services by a paraprofessionals and, if so, the qualifications of the paraprofessional.

Employee Access

An Employee may inspect his or her file under the conditions listed in Regulation GBL-R.

Board Member Access

An individual Board member may have access to confidential personnel records according to the guidelines in Regulation GBL-R.

Employment contracts are not considered confidential personnel records, and individual Board members may inspect or copy these contracts upon request.

Adopted: June 23, 1971

Revised: April 24, 2018
March 9, 2010
May 27, 2003
March 27, 2001
February 11, 1997
December 13, 1986
February 10, 1986

Cross Refs.: AC, Prohibition Against Discrimination, Harassment and Retaliation
BBFA, Board Member Conflict of Interest and Financial Disclosure
CBG, Evaluation of the Superintendent
CFB, Evaluation of Administrators
EHBC, Privacy Protection Breach of Security
KB, Public Information Program
SSD Board Manual

Legal Refs.: §§168.128; 610.021((13) – RSMo.
Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213 29 C.F.R.
§ 1630.14
Fair Labor Standards Act, U.S.C. §§ 201– 216
29 C.F.R. Part 516
Immigration Reform and Control Act, 8 U.S.C. § 1324
The Elementary and Secondary Act of 1965, 20 U.S.C. §6312
Garcia v. San Antonio Metropolitan Transit Authority, 469 U.S. 528 (1985)
<http://revisor.mo.gov/main/Home.aspx>
https://www.google.com/?gws_rd=ssl#q=U.S.+Const.+amend.+XIV&lrfid=0
<http://www.ecfr.gov/cgi-bin/ECFR?page=browse>