PERSONNEL RECORDS AND FILES

Information about staff members is required for the daily administration of the school district; for implementing salary and other personnel policies; for budget and financial planning; for responding to appropriate inquiries about employees; and for meeting the Board's educational reporting requirements. To meet these needs, the Human Resources Director shall implement a comprehensive and efficient system of personnel records maintenance control, under the following guidelines:

1. A personnel file for each employee of the District shall be maintained by the Human Resources Department. In addition to the application for employment and references, the file shall contain records and information relative to compensation, initial certification, evaluations, discipline, and other pertinent information.

2. The Human Resources Director shall be the official custodian for personnel files and shall have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the Wyoming Public Records Act.

3. All personnel records are considered confidential under the law and shall not be open to public inspection. Access to personnel files shall be limited to persons authorized by the superintendent to use the files for the reasons cited herein or provided upon a lawful court order.

4. Each employee shall have the right, upon written request to the Human Resources Director, to review and receive a copy of the contents of his/her own personnel file, with the exception of references and recommendations provided to the District on a confidential basis by universities, colleges, or persons not connected with the district which were provided on a confidential basis at the request of the employee.

5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the employee and shall become part of the employee's personnel file.

6. Medical Files: Workers' Compensation, accident reports, doctor excuses for leave, doctor requests for staff physical/mental accommodation, Family and Medical Leave qualifications and other medical information shall also be maintained in separate personnel files by the Human Resources Department.

PERSONNEL RECORDS AND FILES

Information acquired by the District regarding the medical condition or history of any employee shall be maintained on separate forms and in separate personnel files in the Human Resources Department, and shall be treated as a confidential medical record except that:

- Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;
- First aid and safety personnel may be informed when appropriate if the medical condition/disability might require emergency treatment.

In the event the District should make available to staff an employee health program, information acquired for medical examinations, including voluntary medical histories, shall be maintained on separate forms and in the personnel files. The employee may access any or all of this information.

7. Criminal Background Checks: Information received from criminal background checks shall be stored in accordance with the law with limited access only to the Human Resources Director and/or Superintendent.

8. Electronic Payroll Files: A payroll file for each employee of the District shall be accurately maintained by the Business Office through the District's accounting software. The Business Manager shall be the official custodian for payroll files and shall have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the Wyoming Public Records Act. These files shall contain payroll documents, benefit enrollments, and deductions. The employee may access any or all of this information.

9. The Wyoming Department of Education requires Sheridan County School District No. 2 to provide the following information with respect to teachers in the district: the teacher's degree (undergraduate, graduate, or doctorate along with major and/or minor), institution said degrees were received from, year conferred, grade point average. To the extent that the disclosure of said information to the Wyoming Department of Education is inconsistent with the Wyoming Public Records Act or other applicable law, employees of Sheridan County School District No. 2 shall be considered to have consented to and

waived the disclosure of this information to the Wyoming Department of Education.

W.S. 16-4-201, et seq. (Wyoming Public Records Act)
Family Educational Rights and Privacy Act of 1974.

See also policy:
GBF - Criminal Background Check and Fingerprinting

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