

1 Joint School District No. 2, Meridian

2  
3 STAFF PERSONNEL

4  
5 Series 400

6  
7 Policy Title Personnel Files

Code No. 403.30

8  
9  
10 The district will maintain a personnel file of accurate and updated information deemed  
11 pertinent to employment for every employee.

12  
13 The district maintains both a personnel file and a payroll file on certificated employees.  
14 The following forms will be included in each certificated employee personnel file:

- 15  
16 1. employment application information  
17 2. initial personnel new hire form  
18 3. teaching certificate  
19 4. official transcripts  
20 5. teaching and supplemental assignment contracts  
21 6. evaluation forms

22  
23 Payroll files of certificated employees contain the following:

- 24  
25 1. W-4 and I-9 forms  
26 2. insurance forms  
27 3. retirement form  
28 4. any payroll change forms  
29 5. direct deposit form  
30 6. any other withholding authorizations  
31 7. termination information

32  
33 Each classified employee personnel/payroll file will contain the following:

- 34  
35 1. application information  
36 2. new hire form  
37 3. W-4 and I-9 forms  
38 4. insurance forms  
39 5. retirement form  
40 6. payroll change forms  
41 7. direct deposit form  
42 8. any other withholding authorizations  
43 9. annual evaluations  
44 10. termination form

45  
46 ADDITIONS FOR FILES

47  
48 Employee's initials must appear on any documents added to their file other than those  
49 listed above.

50  
51

52 ACCESS TO PERSONNEL FILES

53

54 Employees are permitted reasonable access to their personnel files during regular  
55 business hours. Personnel records may be accessed by employees and supervisors in  
56 the course of performing their job functions.

57

58 Former employees have reasonable access to their personnel records. No other non-  
59 employee may have access to personnel files without the permission of the employee or  
60 the director of personnel. Ordinarily, the permission of the director of personnel will be  
61 given only upon receipt of a subpoena. Exceptions, such as providing information to  
62 state and federal investigators and similarly authorized persons, may be made by the  
63 director of personnel with the approval of the superintendent.

64 (see policy 804.10)

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

94

95

96

97

98 Date of Revision:

99 01/24/94

Legal Reference: Code of Idaho

---