



Personnel Records

**Personnel
Policy
4014**

Policy Statement

- An official personnel file shall be established for each person employed by the District.
- The information in personnel files is confidential and may be reviewed by authorized managers and supervisors on a need-to-know basis only. Access to other parties shall be by court order only.
- Medical records pertaining to employees shall be maintained in separate secured files.
- All personnel files shall be in a central location.
- Upon request, an employee may review his or her own personnel file. If there is any disagreement with items in the file, the employee may request their removal or prepare a statement to be inserted into the file. The decision whether to remove an item by request shall be made by the Superintendent.
- The Superintendent shall establish procedures regarding the control, use, safety, and maintenance of personnel records.

Responsibility

The Superintendent shall be responsible for compliance.

References

14 Del. C. §1319
29 Del. C. §10002(d)1
Americans with Disabilities Act
Family and Medical Leave Act

Related policies: 3003 Administrative Evaluations, 4012 Performance Evaluations

Adoption Date

12/08/2008

Revision/ Reapproval Date