

1 **5231R PERSONNEL**

2 Personnel Records

3 The District shall maintain a cumulative personnel file in the Human Resources Office for each of its  
4 employees, as required by the Office of Public Instruction and current personnel policies. These records  
5 are not to leave the Human Resources Office except as specifically authorized by the Superintendent or  
6 designee, and then only by signed receipt. Payroll records are maintained separately.

7 Contents of Personnel Files

8 A personnel file may contain, but is not limited to, transcripts from colleges or universities, information  
9 allowed by statute, a record of previous employment (other than college placement papers for periods  
10 beyond active candidacy for a position), evaluations, copies of contracts, and copies of letters of  
11 recommendation requested by an employee. All material in the personnel file must be related to the  
12 employee's work, position, salary, or employment status in the District. All documents, communications,  
13 and records dealing with the processing of a grievance shall be filed separately from the personnel file of  
14 the participants.

15 No material derogatory to an employee's conduct, service, character, or personality shall be placed in the  
16 file, unless such placement is authorized by the Superintendent or designee, as indicated by his initials,  
17 and unless the employee has had adequate opportunity to read the material. The Superintendent or  
18 designee shall take reasonable steps to obtain the employee's initials or signature verifying the employee  
19 has received a copy of the material. If the employee refuses to sign the document indicating they have  
20 had an opportunity to read it, the Superintendent or designee will place an addendum to the document,  
21 noting that the employee was given a copy but refused to sign. The Superintendent or designee will date  
22 and sign the addendum.

23 Hiring Records

24 All records obtained in the application and hiring process shall be maintained for at least two years.

25 Legal Reference:

26 § 2-6-101, et seq., MCA Public Records

27 24.9.805, ARM Employment Records

28 Procedure History:

29 Promulgated on: July 1, 2000

30 Revised on: April 23, 2018