

Poplar School District

PERSONNEL

5231

Personnel Records

The District maintains a complete personnel record for every current and former employee. The employees' personnel records will be maintained in the District's administrative office, under the Superintendent's direct supervision. Employees will be given access to their personnel records, in accordance with procedures developed by the Superintendent.

In addition to the Superintendent or other designees, the Board may grant a committee or a member of the Board access to cumulative personnel files. Counsel retained by the District or by the employee will also have access to a cumulative personnel file.

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school.

Personnel records must be kept for 10 years after termination.

Cross Reference:

Administrative Procedures

Legal Reference: Admin. R. Mont. 10.55.701(5)
Public Law 114-95
§ 20-1-212(2), MCA

Board of Trustees
Every Student Succeeds Act
Destruction of records by school officer

Policy History:

Adopted on:

Revised on: 11 July 2016

**Poplar School District
Administrative Regulation**

Procedures to Maintain and Access Personnel Records

AR 5231

The District maintains employment records for each employee which will include all material required by state and Federal law, and other documents as determined by the Administration. Personnel records will be maintained for 10 years after an employee leaves the District, regardless of the reason. The custodian for personnel records is **Jessie Murray**, jessie.murray@poplarschools.com, 406.768.6601.

Access by the Employee to His/Her Own File

The custodian will permit an employee to inspect his/her personnel records, including records which have been used to determine qualification for employment (except letters of reference), promotion, additional compensation, release from employment or other disciplinary action. In order to gain access, the employee must:

- request an appointment with the custodian during normal business hours;
- inspect the records in the presence of the custodian.

Former employees also have the right to inspect their records.

Access by Third Parties

There is a potential statutory or civil liability for improper release of personnel information to third parties. Any member of the District community who receives an inquiry about an employee or former employee of the District should promptly forward the request to the appropriate custodian of records.

Access by Board of Trustees

The Board may access the employment records of any employee when a majority of the Board votes to access said records. Employees will be noticed in advance, if possible, of the Board's intent to review personnel records.