

Series 4000: District Employment

4200 Employee Conduct and Ethics

4224-AG Personnel Files and Payroll Information

The following documents may be kept in an employee's personnel file. Some or all personnel documents may be maintained electronically. Before disclosing any employee's personnel file, the file must be reviewed for redaction and exemption under state and federal law. The personnel file may consist of four subfiles: (A) General Personnel File, (B) Financial/Benefit Personnel File, (C) Payroll Information, and (D) General Confidential File.

A. General Personnel File

1. Basic employee information.
2. Individual employment contract, if applicable.
3. Emergency contact information.
4. Job description.
5. Job application and resume.
6. Certifications and licenses.
7. Transcripts/Professional Development.
8. Performance evaluations.
9. Individual Development Plans.
10. Records relating to promotion, demotion, transfer, layoff, recall, rates of pay, and compensation.
11. Handbooks and policy acknowledgement forms.
12. Record of disciplinary action, including any substantiated instance of unprofessional conduct.
13. Termination documents, including separation, severance, and retirement agreements.
14. Employment references if the identity of the person making the reference would not be disclosed.
15. Attendance/absence records.
16. Accrued paid leave or compensatory time (if applicable).

B. Financial/Benefit Personnel File

The following documents may be kept separate from the employee's personnel file and the employee's confidential file:

1. Documents pertaining to worker eligibility, including I-9 forms, driver licenses, Equal Employment Opportunity records (documents in which employees self-identify their disability or veteran status).
2. Personal employee data, including bank information, social security number, income tax forms, and immigration forms.
3. Employee benefits documentation, including:
 - a. Enrollment forms;
 - b. Flexible Spending Account forms;
 - c. Election forms; and
 - d. COBRA or state continuation paperwork, if applicable.

C. Payroll Information

1. Payroll deduction authorization forms.
2. Direct deposit authorization.
3. Time sheets.
4. Compensatory time records (if applicable).
5. Overtime requests.
6. Employee expense report.
7. Reimbursement records.
8. Garnishment.

D. General Confidential File

The District will maintain a confidential file for each employee that is kept separate from other documents in the personnel file and kept in a secure location. Documents in this file may be exempt from disclosure under the Freedom of Information Act but should be reviewed on a case-by-case basis. The file shall maintain employee health information and confidential information, including:

1. Medical leave forms and documentation, including FMLA.
2. Employee accident incident reports.
3. Drug test results.

4. Background check.
5. Prior employer's unprofessional conduct reference.
6. Criminal history.
7. Grievances.
8. OSHA forms.
9. Documentation pertaining to employee investigations (only the memoranda of discipline should be kept in the personnel file).
10. Disability or Workers' Compensation Claim forms.
11. Documentation pertaining to ADA accommodation.

Adoption date:

Revised date: