

Personnel Records

The District maintains a complete personnel record for every current employee and former employee. The employee's personnel record shall be maintained in the County Superintendent's office. An employee will be given access to his or her personnel records, according to the guidelines developed by the Board. Members of the Board, when authorized through Board action, may have access to cumulative personnel files. Counsel retained by the Board or the employee shall also have access to cumulative personnel file, when specifically authorized by the Board.

Payroll and Employee Benefit Plans

The public shall, upon request and with approval of the County Superintendent, have access to payroll records and benefit plans for any or all employees of the district.

How an individual chooses to allocate compensation shall be a private concern.

Employee Job Applications, Qualifications and Status Information

The names of applicants for advertised vacancies may be released to the public upon request unless an applicant requests otherwise at the time of submitting an application. Statistical information that would normally be released to governmental agencies monitoring compliance will be made available upon request.

Regarding employee records or specific job applications, qualifications and status, the following information shall be privileged (not made public):

1. Past and present performance evaluations, employer criticism and observations
2. Military record
3. Health and medical status
4. I.Q. scores and performance tests
5. Convictions and/or prison records
6. Disabilities (including chemical dependency problems)
7. Family status or problems
8. Discussion of other employees which occur during a performance evaluation
9. Information compiled to explain absence from work or poor work performance
10. Other information most individuals would not willingly disclose publicly

Personnel Files

The Clerk shall maintain cumulative personnel files (employee records). Access to personnel files shall be limited to the Board, and the County Superintendent, to the Board's legal counsel, and to the employee, the employee's signed designee, or the employee's legal counsel. A record by name and date of any party reviewing a file shall be maintained in that file, and those who have access to the files shall be required to maintain the confidentiality of the files and their contents.

An employee shall have the right, with prior arrangement, during normal business hours, to review the contents of his/her personnel file in the presence of the Clerk or other authorized staff member.

Processed grievances shall not be a part of an employee's personnel file, but shall be kept apart from the personnel file.

Legal Reference: 10.55.701, ARM Board of Trustees

Policy History:

Adopted on: 2008-09

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