

Infinity Charter School

SECTION: PROFESSIONAL STAFF

TITLE: PERSONNEL FILES

APPROVED: January 11, 2004

424: PERSONNEL FILES

Purpose:

It is necessary for the orderly operation of the school to maintain a file for the retention of all papers bearing upon an individual's duties and responsibilities as an employee of the school.

Authority:

The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state statutes, local benefit programs and conformance with school rules and evidence of completed evaluations.

Delegation of Responsibility:

The Board delegates the establishment and maintenance of official personnel records to the CEO/Director.

Personnel records shall not be available to the Board except as may be required in the performance of its functions as a Board.

Personnel wishing to rebut material in their record shall make a request in writing to the CEO/Director and specify therein: name and date, material to be rebutted, reason for rebuttal. The CEO/Director shall permit the addition of employee comments.

The CEO/Director shall prepare guidelines defining the material to be incorporated into personnel records.