

EMPLOYEE RECORDS REGULATION

Employee Personnel Records Content

1. Employee personnel records may contain the following information:
 - Personal information including, but not limited to, name, address, telephone number, emergency numbers, birth date and spouse.
 - Individual employment contract.
 - Evaluations.
 - Application, resume and references.
 - Salary information.
 - Copy of the employee's license or certificate, if needed for the position.
 - Educational transcripts.
 - Assignment.
 - Records of disciplinary matters.

2. Employee health and medical records are kept in a file separate from the employee's personnel records. Health and medical records may contain, but are not limited to:
 - Medical professional signed physical form.
 - Sick or long-term disability leave days.
 - Worker's compensation claims.
 - Reasonable accommodation made by the school district to accommodate the employee's disability.
 - Employee's medical history.
 - Employee emergency names and numbers
 - Family and medical leave request forms.

3. The following are considered public personnel records available for inspection:
 - The name and compensation of the individual, including any written agreement establishing compensation or any other terms of employment, except for that information that is otherwise protected. "Compensation" includes the value of benefits conferred including, but not limited to: casualty, disability, life or health insurance, other health or wellness benefits, vacation, holiday and sick leave, severance payments, retirement benefits and deferred compensation;
 - The dates the individual was employed by the government body;
 - The positions the individual holds or has held with the government body;
 - The educational institutions attended by the individual, including any diplomas and degrees earned, and the names of the individual's previous employers, positions previously held and dates of previous employment;
 - Personal information in confidential personnel records of government bodies relating to student employees shall only be released pursuant to the Family Educational Privacy Rights Act. (FERPA).

Applicant File Records Content

Records on applicants for positions with the school district are maintained in the central administration office. The records will include, but are not limited to:

- Application for employment
- Resume
- References

- Evidence of appropriate license or certificate, if necessary for the position for which the

- individual applied
- Affirmative action form, if submitted

Public records of the school district may be viewed by the public during the regular business hours of the central office of the school district. These hours are 8:00 a.m. to 3:30 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the central office and make arrangements for viewing. The central office will make arrangements for viewing the records as soon as is practicable, depending on the nature of the request.

Persons may request copies of public records in writing, including electronically. The school district may require pre-payment of the costs prior to copying and mailing.

Persons wanting copies may be assessed a few for the copies. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

It is the responsibility of the central office to maintain accurate and current records of the school district. It is the responsibility of the central office to respond in a timely manner to requests for viewing and receiving public information of the school district.

Record Access

Only authorized school officials will have access to an employee's records without the written consent of the employee. Authorized school officials may include, but not be limited to, the superintendent, building principal and board secretary. In the case of a medical emergency, the school nurse or other first aid or safety personnel may have access to the employee's health or medical file without the consent of the employee. Board members will generally only have access to the employee's personnel file without the consent of the employee when necessary for conducting board business.

Employee Record Retention

All employee records, except payroll and salary records, are maintained for a minimum of one year after termination of employment with the district. Applicant records are maintained for a minimum of one year after the position is filled. Payroll and salary records are maintained for a minimum of three years after payment.

LEGAL REFERENCE: Code of Iowa, Chapter 1.4; 22; 291.6 (2005)
1980 Op. Attorney General 88
1972 Op. Attorney General 158
1968 Op. Attorney General 656

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