

CHAPTER 6.00 - PERSONNEL

Personnel Files	6.80
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1. Definition. An employee's personnel file shall consist of all records, information, data, or materials maintained by the District in any form or retrieval system whatsoever, with respect to any employee which is specifically applicable to that employee.
2. Contents. A personnel file shall be maintained by the Superintendent on each employee. The record shall include:
 - a. Application for employment.
 - b. References.
 - c. Annual evaluations.
 - d. Disciplinary information.
 - e. Data substantiating placement on the salary schedule (including but not limited to education, official transcripts, experience).
 - f. Certifications.
 - g. Any other pertinent information.
3. Administration. Personnel files shall be administered pursuant to the provisions of Florida Statute 1012.31 and the rules of the Florida Board of Education.
4. Public Record. The personnel file of each employee is a public record pursuant to the provisions of Florida Statute 119.07 and other applicable laws, subject to the exceptions contained in Florida Statutes 119.071 and 1012.31, or otherwise provided by law.
5. Access. Notwithstanding other provisions of this rule, all aspects of each employee's personnel file shall be open to inspection at all times by School Board members, the Superintendent, the employee's supervisor, attorneys representing the District, and such other District employees who have a need to access a file as a part of their job description.
6. Law Enforcement. Notwithstanding other provisions of this rule, all aspects of each employee's personnel file shall be made available to law enforcement personnel in the conduct of a lawful criminal investigation.

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STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 112.08(7), 1001.43, 1012.31, F.S.
34 CFR 99 (FERPA),
45 CFR 164 (HIPAA)

HISTORY: Adopted: 08/18/98
Revision Date(s): 08/08/06, 10/08/13