



## Provo City School District Policy Series 5000

Policy No. 5220

### Employee Records

#### Personnel File:

The District shall maintain a permanent official personnel file for each employee in the District Human Resources Office. Each file shall include:

1. Application for employment
2. References and information originating outside and/or within the District which have been secured in the process of evaluating the individual for employment
3. Information relating to the person's employment with the District such as records of conferences, evaluation sessions, special assignments, accomplishments, official disciplinary actions, and/or other pertinent data

Employees may view their personnel file by issuing a written request to Human Resources. Personnel files are classified as private under GRAMA. Employees shall be given access to their personnel file while accompanied by a Human Resource Representative within 10 working days from the date of the employee's request. Employees requesting copies of their personnel file may be charged a reasonable fee pursuant to GRAMA.

This information is classified as private under GRAMA.

**Medical Records:** All records pertaining to employee health or medical information will be stored separately from the official personnel file. This information is classified as private and/or controlled under GRAMA.

**Change in Individual Employee Information:** The employee is responsible to promptly make any changes to individual employee information (such as change in address, phone number, etc.) in writing to the District Human Resources Office and update on Employee Online.

Legal References:

Synopsis

Utah Code 63G-2-302

Government Records Access, Private Records

Cross References:

Procedure 5220 Licensed Employee Records

Approved by Board of Education:

January 14, 2014