

7. Personnel Files

A. Personnel Files.

1. The District will comply with current Oregon Law regarding personnel files.
2. Personnel files for each employee shall be kept in a central location; such files are confidential and will be retained according to current Oregon Law.
 - a. ~~Educators~~~~Teachers~~ will have the right, upon request, to review the contents of their personnel file and to obtain a copy of any documents contained therein. Employees shall schedule an appointment two business days in advance for viewing the personnel file and a District representative shall be present during the viewing of the file.
 - b. The ~~educator~~~~teacher~~ shall not have the right to view confidential letters of reference received by the District prior to the ~~educator~~~~teacher~~ being hired.
 - c. An ~~educator~~~~teacher~~ will be entitled to have a representative accompany him or her during such review of the ~~educator's~~~~teacher's~~ personnel file. The ~~educator~~~~teacher~~ may designate the representative to review and copy the file.
 - d. The ~~educator~~~~teacher~~ will have the right to review disciplinary and evaluation documents before the document is placed in their personnel file and to attach a written statement to any such document placed in the ~~educator's~~~~teacher's~~ personnel file. Member's signature on the document shall indicate that the member has seen the document, not that the member agrees with the document.
 - e. If materials contained in the ~~educator's~~~~teacher's~~ working file are to be used as support for a recommendation of dismissal or non-renewal of a contract for any ~~educator~~~~teacher~~, the ~~educator~~~~teacher~~ shall be notified at least twenty (20) days before the recommendation is presented to the school board or Fair Dismissal Appeals Board.
 - f. The ~~educator~~~~teacher~~ will acknowledge the opportunity to review such material by signing the copy to be filed with the express understanding that such signature does not signify agreement with the content of the material.

B. Administrator Working File

1. A working file at the building site is permitted in hard copy only and is considered an extension of the official file. The working file will be purged when the employee leaves the building or when there is a change in building administrators, with the exception of

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documentation that may communicate concerns that are reportable to DHS or TSPC. Employees can request a purge of any documentation that is older than three years old. At that time, any materials to be retained shall be placed in the official personnel file.

- ~~2. The educator's signature is required on any disciplinary documents to be filed but does not necessarily indicate agreement with the contents thereof. The educator will have the right to submit a written response which shall be attached to the file copy. The educator's signature is required on any disciplinary documents to be filed and acknowledges only that the document has been presented to the educator. The signature shall not be construed as agreement with, admission of, or acceptance of the contents thereof. The educator shall have the right to submit a written response, which shall be attached to the file copy.~~
 - a. If the educator refuses to sign the document, the administrator shall notate the declination to sign, and retain the document in the working file.
3. Each educator's administrator working file shall be open for inspection by the educator in accordance with District policy.

C. Disclosure of Personnel Files and Records.

1. **Disclosure of materials** contained in an employee's personnel file or from personnel records maintained by administrators shall be made only with the express written permission of the affected employee, or by court order, or by lawful subpoena by a law enforcement agency. Information in an employee's file cannot be shared with other districts for hiring purposes. Release of information contained in employee personnel files and personnel records to state agencies or to the exclusive bargaining representative in accord with the lawful functioning of those agencies shall not be construed as a waiver of the confidentiality of employee personnel files and records. Disclosure of any single document contained in a personnel record or file shall not be construed as a waiver of remaining documents in the personnel file or records.
2. **Copying Personnel Files and Records.** The employee shall pay for the actual cost of any copying requested by the employee.