

Personnel Files

It shall be the responsibility of each employee to complete personnel forms and Public Employee Retirement System Enrollment forms insurance applications, if applicable. It shall also be the responsibilities of each school employee to maintain in the district central office a current address and Federal W-4 form.

The District maintains a complete personnel record for every employee (certificated and classified). Much of the information contained in employee personnel files is confidential and access to such files should be limited to the Superintendent, Principal, the employee, the employee's designee or representative.

A log of those persons other than the Superintendent, Principal or other administrative staff, will be kept indicating the date and time of inspection, name of person requesting access, description of the records copies, if any, and the initials of the person providing the access and/or copies requested records.

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school. Access to other information contained in the personnel records of District employees is governed by Policy 4340.

Certificated Employees

The District may maintain the following files for employees:

1. District File (Official); and
2. Building File

An employee's official file shall be kept in the administrative office. It should contain the following records:

1. application materials;
2. contracts of employment;
3. communications from the administration

The building file may contain performance evaluations, notes and observations. Letters of recommendation will not be kept in employee personnel files, but will be kept in a separate file maintained by the Superintendent. Personal notes of supervisors need not be placed in the building file, but may be maintained in the supervisor's own file(s).

Each certificated employee will be provided written notice of all materials placed in an employee's personnel file. Notice shall be provided within ten (10) days of placement of information in the employee's file. An employee will have the opportunity to attach a rebuttal to any information placed in the employee's personnel file. An employee will have ___ days (from the date written notice of placement) to attach a statement or notification of rebuttal.

Upon request, an employee or the employee's designee or representative will have access to the employee's personnel file and will be provided copies, upon request within a reasonable period of time.

College Credit

All professional employees of the District are required to place on file in the Superintendent's office a complete and current transcript of all college credits. Classification on the salary schedule is subject to change upon evaluation of credits. These transcripts may be withdrawn by the employee upon termination of service with the Cascade Schools.

Cascade school's criteria for accepting credit to fulfill the five year requirement or movement across the salary schedule are:

1. In order for teachers to move incrementally on the salary schedule a teacher must earn six (6) credits every five years.
2. Course work shall be in the teacher's field of teaching.
3. Course work will be upper division or graduate.
4. Courses that are questionable must be cleared by the superintendent prior to registration.
5. A transcript of all course work must be in the teacher's file.
6. In order to make adjustments on a teacher's salary, an official transcript form the institution of higher learning of course work taken must be in the Superintendent's office prior to October 1 of any year.

Cascade Schools will grant credit to teachers who plan to travel when an institution of higher learning grants credit for such travel. The school of higher learning must send a transcript of the travel credit earned to the Superintendent of schools. This credit may be used for advancement on the salary schedule.

Classified Employees

Prior to the placement of any information in the personnel file of a classified employee, the employee shall review and sign any records made to his/her personnel file. Should an employee refuse to sign any entry or record in her/her personnel file, a notation shall be placed in the file documenting such refusal. A classified employee cannot prevent the placement of information in his/her file by refusing to sign any document.

Record Keeping Requirements Under the Fair Labor Standards Act

