

# Personnel File Layout Example

## January 11, 2016

The following example uses five file subdivisions in order to keep the file better organized, and to expedite review and preparation should the file be the subject of an open records request.

### **Section 1: Evaluations**

This section of the file will be open record.

Contents: Annual performance evaluations, performance related documentation, improvement plans, any performance related notes

### **Section 2: Application Materials/Professional Qualifications**

This section of the file is open record, with the exception of personal information that is listed on the open records, such as the employee's address on a resume. Employee transcripts, although showing professional qualifications, may be exempt under FERPA as they show the employee's grades for courses taken to accomplish the degree.

Contents: Application materials, resumes, degrees and records of trainings relevant to the position held, certification and licensure information.

### **Section 3: Contracts**

This section of the file will be open record. Teacher contracts are open records. The teacher's SSN should not appear on the contract.

### **Section 4: Employee Payroll & Benefits**

This section of the file will generally contain exempt information, not eligible for public view.

Contents: Direct deposit information, W-4, Insurance enrollments, retirement enrollment and information, misc. correspondence on benefits or payroll deductions, dependent information, emergency contact information

### **Section 5: Miscellaneous**

Reserve a section of the file for documents not categorized elsewhere. This may be a blend of open and exempt documents.

Contents: Personal data collected for reporting purposes (race, national origin), network use acknowledgements, signed receipts for policies and handbooks

Note: Medical records pertaining to Workers Compensation, FMLA and other leaves, EAP, Physicians statements, etc. are all confidential or exempt and should be maintained separately from the personnel file. Store these records securely in a locked file. These files should be accessed only by HR/Payroll dept. personnel who have a business need to access the information contained there.

Criminal background check records and results should be maintained separately in a secure file as well.