

It is the intent of the Board of Education to maintain a complete and current personnel file/record for each employee. There shall be one personnel file for the district.

#### Files Not Subject to Inspection

Personnel files of employees, former employees, or applicants for employment shall not be subject to inspection and examination. A personnel file consists of any information gathered by the Board which employs an individual, has previously employed an individual, or considered an individual's application for employment; and which information relates to the individual's application, selection or nonselection, promotion, demotion, transfer, leave, salary, suspension, performance, evaluation, disciplinary action, or termination of employment wherever located or in whatever form.

#### Records Open to Inspection

The Board maintains a record of each employee showing the following information with respect to each employee: name; age; date of original employment or appointment; current position; title; current salary; date and amount of most recent increase or decrease in salary; date of most recent promotion, demotion, transfer, suspension, separation, or other change in position; classification; and the office or station to which the employee is currently assigned. The records shall be inspected and examined and copies made [See Policy KBA] by any person during regular working hours.

#### Personnel Files – Access to Information

All information contained in a personnel file, except as otherwise provided in this policy, is confidential and shall not be open for inspection and examination except to the following persons:

- (1) The employee, applicant for employment, former employee, or his properly authorized agent, who may examine his own personnel file at all reasonable times in its entirety except for letters of reference solicited prior to employment;
- (2) The Superintendent and other supervisory personnel;
- (3) Members of the local Board of Education and the Board's attorney;
- (4) A party by authority of a subpoena or proper court order may inspect and examine a particular confidential portion of an employee's personnel file.

~~Notwithstanding any other provision of this Policy, the Superintendent may, in his discretion, or shall at the direction of the Board of Education, inform any person or corporation of any promotion, demotion, suspension, reinstatement, transfer, separation, dismissal, employment or nonemployment of any applicant, employee or former employee employed by or assigned to the local Board of Education or whose personnel file is maintained by the Board and the reasons therefor, and may allow the personnel file of the person or any portion to be inspected and examined by any person or corporation provided that the Board has determined that the release of the information or the inspection and examination of the file or any portion is essential to maintaining the integrity of the Board or to maintaining that level or quality of services provided by the Board; provided, that prior to releasing the information or making the file or any portion available as provided herein, the Superintendent shall prepare a memorandum setting forth the circumstances which he and the Board deem to require the disclosure and the information to be disclosed. The memorandum shall be retained in the files of the Superintendent and shall be a public record.~~

~~—Reference: N.C.G.S. 115C-319  
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~~APPROVED BY BOARD  
AND EFFECTIVE 2/20/95~~