

ARTICLE 7
Personnel Files

- A. **Number of Files:** There shall not be more than two (2) personnel files (the official file and the site file) maintained for each employee. The official file will be maintained at the Human Resources Support Services Department. The site file shall be kept in the principal's or director's office at the school or other location where the employee is then employed. Each document placed into either file shall be in accordance with Florida Statutes, Section 1012.31. When the employee transfers to another school or site within the District, the site file will be transferred with the employee.
- B. The affected employee will receive a copy of the corrective action. Said document(s) shall be held in abeyance unless the offending behavior recurs or other disciplinary action is taken, within one (1) year of issuance, in which case all documents will be placed in District personnel file(s). If a verbal reprimand or a written reprimand is held in abeyance, and the offending behavior does not recur and there is no other corrective action within one year from issuance, the original document will be delivered to the employee at the end of one year from the time of issuance. NOTE: Verbal reprimand and/or written reprimands based upon a serious breach of conduct which is of a criminal nature, or compromises the health and/or safety of any individual, or is issued by the Special Investigative Unit shall be grievable beyond step II and will not be forwarded to the employee's District personnel file until completion of the grievance procedure (if exercised).
- C. **Anonymous Items:** No item from an anonymous source may be placed in the personnel file.
- D. **Notification to Employees:** An employee has the right to answer in writing any materials in his/her personnel file. An employee has the right to request that the Superintendent or his designee make an informal inquiry regarding material in his personnel file which the employee believes to be false. The official who makes the inquiry shall append to the material a written report of his findings.

Letter(s) of reprimand, letters of complaints from any source, or other items detrimental to an employee's employment status, shall not be placed into an employee's personnel file until the employee has had an opportunity to read and/or sign the item. An employee's refusal to sign any such item does not restrict the right of the District to place these items into the appropriate personnel file. The employee's signature shall

indicate only that he/she has read the item and shall not necessarily indicate agreement with its contents unless otherwise indicated.

- E. **Review and Copying of File:** Each employee shall have the right, upon request, to review and reproduce any contents of his/her personnel file. A representative of the BTU-ESP may accompany the employee in such review and may, upon written authorization by the affected employee, review and reproduce any contents of an employee's personnel file.

The District shall charge the employee or representative for all copies requested and duplicated. The rate shall be established by the District.

- F. **Prohibited Materials and Remedy:** Except for materials pertaining to work performance or such other matters that may be cause for discipline, suspension, or dismissal under laws of this state, no derogatory materials relating to an employee's conduct, service, character, or personality shall be placed in the personnel file of such employee. An employee has the right to answer in writing any materials in a personnel file, and the answers shall be attached to the file copy. An employee has the right to request that the Superintendent or the Superintendent's designee make an informal inquiry regarding material in the employee's personnel file which the employee believes to be false. The official who makes the inquiry shall append to the material a written report of his or her findings.