



SECTION V: EMPLOYEES

POLICY 5240

PERSONNEL FILES

A file of personnel records shall be maintained in the Human Resources department for each active employee of Broken Arrow Public Schools. A file shall also be kept for all terminated employees, and will include information deemed necessary by District administration or as specified by state and federal laws. The personnel file shall be the official employee record. All personnel files are the property of the District.

Personnel information concerning District employees is generally confidential and may be reviewed only on a "need to know" basis under conditions which guarantee management's right of access to information necessary to make judgments, while protecting employees of the District against unnecessary invasion of privacy. Personnel files will be maintained in a secure area, and may be accessed only by authorized Human Resources employees acting within the scope of their job responsibilities. Personnel file information may be reviewed only in the Human Resources department, and in the presence of an authorized Human Resources employee. Personnel files may be removed from the Human Resources department only by school administrators and with the express written permission of the Executive Director of Administrative Services.

Personnel information which is deemed a "public record" under the Oklahoma Open Records Act may be released upon completion of an open records request through established District procedures. Current and past employees' home address, telephone number, social security number, and any information that would constitute a clearly unwarranted invasion of privacy will not be released.

The Human Resources department shall notify an employee in writing when a request is made for disclosure of the employee's personnel file, if the Human Resources department reasonably believes disclosure would invade the employee's privacy. The records will be disclosed unless written objection is received from the employee within seven (7) business days of receipt of the notice by the employee. If the employee objects to the release of the information the superintendent, with the advice of legal counsel, will review the situation and make the final determination about whether the information can be released.

Employee medical information will be kept in individual confidential files, separate from other personnel files. Employee Benefit information will also be kept in individual confidential files separate from other personnel files and medical files.

It is the responsibility of each certified employee to file with the District records of all prior teaching experience.

It is the obligation of the employee to provide and ensure that all personal information maintained in the employee's personnel file is complete, accurate and up-to-date.

Personnel files shall contain the following information:

1. The correct name and the current address and telephone number of the employee.
2. An accurate record of the prior work experience of the employee.
3. Current data on education completed, including official transcripts of all academic work.



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4. Documentation of requirements met to support eligibility for salary paid.
5. Current data on credentials.
6. Application, background check, verification of work status eligibility, and loyalty oath.
7. Employment contracts.
8. Evaluations.
9. Disciplinary documents, if applicable.
10. Other materials mutually agreed upon by the teacher, the Human Resources department, and the BAEA.

District administrators are responsible for ensuring employee files are complete and up-to-date by providing the following information (using approved District forms) to the Human Resources department for employees under their supervision:

1. Records of position and/or job assignment.
2. Compensation adjustments.
3. Evaluations of performance.
4. Letters of commendation, plans of improvement, personal development plans, and admonishments.
5. Other employment-related information.

Materials that adversely affect the employee's employment or performance evaluation shall not be placed in an employee's file until the employee has had the opportunity to read the material and to sign and date the actual copy to be filed. The employee's signature shall merely signify that the employee has read the material to be filed and does not necessarily indicate agreement with the content. Employees are permitted to provide a written response to be attached to the evaluation form, provided the response is submitted within 15 working days of the evaluation conference.

Employees shall be permitted to place in their files any material that contains factual information concerning additional training or experience pertinent to the employee's professional qualifications. All materials relating to a suspension, reprimand, or other disciplinary action shall have been substantiated and documented through a complete and thorough investigation. Any allegation or anonymous charge that is unproven shall not be placed in personnel files. Personnel file materials will be released only when not prohibited by law and if:

1. Information is pertinent to complete the duties of a District employee or the Board of Education;



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2. Specific information is required by other public agencies and only by official request;
3. Employees provide a written release to the District to allow information to be provided to non-public agencies; or
4. As otherwise required by law.

Letters of reference, teaching certificates, transcripts, leave records and transaction sheets and staff development information may be placed in the employee's file without the signature of the employee.

All the contents of the personnel records file, with the exception of references, comments or recommendations provided to the District on a confidential basis by universities, colleges, or persons not connected with the District, shall be available for inspection by the employee concerned. A member of the Human Resources department must be present at the time the employee inspects his or her personnel file to ensure no information is changed or removed, and to explain and interpret information in the file.

*Source: Broken Arrow Board of Education policy adoption, July 13, 2009.
Broken Arrow Board of Education policy revised, June 24, 2013.
Broken Arrow Board of Education policy revised, June 25, 2018.
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