

REGULATION Board of Education of Queen Anne’s County

Responsible Office:	Human Resources
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REGULATION for Personnel Records Policy 423

I. REGULATION ELEMENTS

- A. The personnel record is the file(s) maintained by the Office of Human Resources for each school system employee. In general, the personnel record shall include the following:
 - 1. Employment application and applicable contents (letters of recommendation, verification of education and previous experience, references, and verification of references).
 - 2. Evidence of background investigations, and other confidential information such as FMLA leave applications and other medical documents.
 - 3. Employee benefit election forms, beneficiary designations, applications for the State Retirement System and any other forms required to provide employees benefits and programs to which they are entitled.
 - 4. An I-9 form which serves as evidence of an employee’s eligibility to work in the United States and which will be kept separately from the remainder of the personnel record for audit purposes.
 - 5. Electronic records maintained by the Office of Human Resources and related to employment with Queen Anne’s County Public Schools.
- B. During the continued period of employment, additional information will be included in the personnel record to document: a completed employment contract, where applicable; completed forms required during new employee processing (e.g. policy acknowledgement forms); completed performance ratings; Personnel Action Request forms; disciplinary matters; special awards or distinctions; tuition reimbursements; exit interviews or surveys; and termination records.
- C. The specific contents of each personnel record may vary depending upon the requirements in place at the time of their employment and any change of requirements thereafter.

Changes to employee records that are made for groups of employees and implemented electronically, such as annual salary increases and benefit elections made online, will not be documented in hard copy in the employee’s personnel record. The Office of Human Resources will ensure that electronic records are available for review and inspection.

- D. Any actions that affect the status, position, or pay of any employee shall be conveyed by the Office of Human Resources through the use of a Personnel Action Request form. Copies of the Personnel Action Request form will be filed in the personnel record as a permanent record of the action.
- E. No unfavorable information will be placed in the personnel record of an employee without the employee's knowledge and the signature of the administrator submitting the information. The signature of the employee on an unfavorable entry means only that the employee has seen the entry and knows the entry is now a part of the personnel record of that employee. If the employee refuses to sign the unfavorable information, the administrator must have a witness sign a statement indicating that the employee was given the opportunity to review the unfavorable information and refused to acknowledge and/or sign it. The witness must initial each page of the information presented to the employee for review. If the employee is unavailable to sign the unfavorable information, a copy must be sent to the employee by certified mail. The mail receipt will be attached to the item in the personnel record of the employee.
- F. Information contained within the personnel record is considered confidential except as provided by law or policy.
- G. Personnel records will be maintained in locked, secured areas with access limited to those who have a need for such access.
- H. All employees, or designee authorized by employees, have the right to review all items in their personnel record except confidential references pertaining to original employment or promotion.
- I. Only Queen Anne's County Public Schools personnel with a legitimate need to have access to information shall be granted access to personnel records. This includes a manager or supervisor consider the hire of a former employee or transfer of a current employee. It is the responsibility of the Director of Human Resources to determine whether an employee requesting to review a personnel record has a legitimate need to access the information. An access log shall be kept in each personnel record to which access has been granted. The name of any person outside the Office of Human Resources who accesses the record and the date of access shall be recorded on the log.
- J. Personnel records are to be reviewed in the Office of Human Resources and may not be taken outside of the office without the authorization of the Director of Human Resources.
- K. A request with reasonable notice shall be made to the Office of Human Resources by an employee who desires to review material in his or her personnel record. The contents of the record, excluding that information provided on a confidential basis,

may then be reviewed by the employee in the presence of a designated representative of the Office of Human Resources.


- L. Representatives of government or law enforcement agencies, in the course of their business, may be allowed access to personnel records. The decision will be made by the Director of Human Resources in response to a request, a legal subpoena, or court order.
- M. During the conduct of an authorized audit, the designated auditor may be allowed access to personnel records.
- N. Personnel records shall be retained in accordance with state and federal law and regulations. In the absence of state or federal requirements, Queen Anne’s County Public Schools shall retain personnel records for a minimum of five years beyond the final date of employment.

II. IMPLEMENTATION

The Superintendent directs Queen Anne’s County Public Schools staff to implement this regulation.

III. EFFECTIVE DATE

Date: August 4, 2021



Patricia W. Saelens, Ed.D.
Superintendent, Queen Anne’s County Public Schools

HISTORY:

Initial Adoption	08/04/2021	Revised	--/--/----	Reviewed	--/--/----	Next Review	08/04/2025
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