

TENTATIVE AGREEMENT

404 BUILDING AND PERSONNEL FILES

Building administrators shall make every reasonable effort to notify a teacher of any information that may be included in the building file, personnel file, or a personal reference. Nothing in this article prohibits a true and factual statement regarding an employee's performance.

A. Building File

It is understood that principals may have confidential "building files" separate from the Human Resources' personnel files. Principals may keep in these files documentation and performance information that may be used in the evaluation process. A typical building file may include:

1. Observation notes from formal and informal observation
2. Parent, staff and student feedback regarding the employee's job performance
3. Conferencing documentation (notes of meetings)
4. Documentation confirming a conversation or topic of consultation with a teacher
5. Copies of documents kept in the Human Resource personnel file relating to the teacher's evaluation

All documents in a building file must be dated and signed by the person creating the document.

Building files are a collection point of conversations, observations, letters, and notes which help in the evaluation process. It is understood teacher evaluation occurs annually in accordance with the Teacher Evaluation Handbook.

An employee's building file remains in the custody of the principal in the building where the information was generated. If a teacher transfers to a different building, a new file may be generated at the new building.

It is understood that when a teacher transfers into the building, a receiving principal has the right to ask the previous principal about information in the building file. This will also apply when a teacher is taking a SAS, MOA, or other temporary assignments.

The building file of a tenured teacher will be purged if disparaging material subsequent to three (3) years of consecutive annual evaluations as a tenured teacher with an overall Meets Standards rating. (It is understood then that after May 1 of the third consecutive annual evaluation of a tenured teacher that Meets Standards, derogatory material more than three years old will be destroyed no later than the first day of the next teacher contract year.)


Ivory McDaniel-Ilgenfritz Date
District Chief Spokesperson

 4/27/22
Coby Haas Date
FEA Spokesperson

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Building files may be reviewed by teachers upon request and reasonable notice. A teacher will receive a copy of requested material in a timely manner.

A building file may be maintained up to five years after a teacher resigns or retires.

It is understood that a principal's "investigatory notes" are separate from the building file. Investigatory notes related to a specific concern about a teacher's conduct or performance. Investigatory notes are not subject to review by the teacher. Investigatory notes will be destroyed when all administrative and/or contractual procedures related to the concern have been exhausted.

B. Personnel Files

The employee personnel file at the Administrative Center of the District shall be the only official depository of information relating to the teacher's employment. Personnel files in Human Resources are the collection point of formal evaluations, letters of warning and reprimand, plans of improvement and certificates. It is understood that all written documents pertaining to employee discipline are kept in the personnel file.

All materials in the employee personnel file shall be made available for review to the teacher at his/her request, and requests to attach responses to such material shall not be denied. A copy of any material in the personnel file pertaining to a teacher will be provided to the teacher upon request. File review will be in the presence of a member of the Human Resources staff.

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participants. All documents, communications, and records dealing with teacher termination or non-retention shall be removed from the teacher's personnel file if the teacher is absolved and reinstated. These materials shall be maintained in a separate, closed, confidential file, which shall not be subsequently used or referred to, save as may be ordered by a court of competent jurisdiction.

The teacher will be made aware of any evaluative information placed in the personnel file and may sign the document. The teacher's refusal to sign the document does not preclude the placement of it in the personnel file. Any evaluative information proven to be untrue through the grievance procedure shall be removed from the personnel file and destroyed.

A teacher may request that documentation reflecting a state or national award pertaining to his/her professional activities be inserted in his/her personnel file.

An employee may request to have a Letter of Warning removed from their personnel file after three (3) years with no further discipline on the issue for which the employee was warned.

 4/27/22
Ivory McDaniel-Ilggenfritz Date
District Chief Spokesperson

 4/27/22
Coby Haas Date
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