


TENTATIVE AGREEMENT

4200 Personnel File:

1. The personnel file at the Administrative Center of the District shall be the only official depository of information relating to the principal's employment. All materials, in the permanent personnel file shall be made available for review to the principal at his/her request, and requests to attach responses to such material shall not be denied. File review will be in the presence of human resources staff. A principal may request a copy of any material in his/her file.
2. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the principal's personnel file. All documents, communications, and records dealing with a principal's termination or non-retention shall be removed from the principal's personnel file if the principal 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.
3. The principal will be made aware of any evaluative information placed in the file and may sign the document. The principal's refusal to sign the document does not preclude the placement of it in the file. Any evaluative information proven to be untrue through the grievance procedure shall be removed from the personnel file.
4. A principal may request that documentation reflecting a state or national award pertaining to his/her professional activities be inserted in his/her personnel file.
5. FPA members may request disciplinary documents placed in a personnel file be removed after five (5) calendar years with documented proficient evaluations and no further discipline during the same time period.


Ivory McDaniel-Ilgenfritz. Date
District Chief Spokesperson


Grant Guy Date
FPA Spokesperson