

PERSONNEL RECORDS

Master Employee Personnel File

A master employee personnel file may contain, but is not limited to:

1. Applications.
2. Evaluations and other performance documentation.
3. Salary records.
4. Payroll withholding records.
5. Summary record of leaves taken.
6. Personal information including, but not limited to: name, address, telephone number, emergency numbers and spouse.
7. Individual employment contract.
8. Employee benefit records.

In accordance with the retention schedule established by the Missouri Secretary of State's Office, records in a master employee personnel file will be retained for 75 years from the date of hire with the following exceptions:

1. Employee benefit records, other than year-end leave balance reports and the official copy of retirement enrollment records, will be retained for three (3) years after employee separation or eligibility for the benefit has expired. Year-end leave balance reports and the official copy of retirement enrollment records will be retained for the full 75 years.
2. Withholding allowance certificates (W-4 forms) and wage and tax statements (W-2 forms) will be retained for five (5) years after employee separation or after the form has been superseded.
3. Records relating to employee leave requests will be retained for three (3) years after completion of an audit of these records.

Immigration Records File

Each employee must complete an Eligibility Verification (I-9) Form and produce documents that establish his or her identity and eligibility to work. Form I-9 contains a list of documents that will fulfill this requirement. The district will retain I-9 forms for three (3) years or the length of employment plus one (1) year, whichever is greater, and shall maintain them in a separate file from the employee's other personnel records.

The district will also participate in a federal work authorization program to further verify the employment eligibility of every employee. This verification only applies to employees hired after the district's enrollment in the program. The district will retain a copy of the dated verification report in the same file and for the same length of time as the employee's I-9 form.

The district will also retain documentation associated with a Social Security Administration no-match letter.

Employee Health and Medical File

Employee health and medical records shall be kept in a file separate from the employee's other personnel records. The employee health and medical file may contain, but is not limited to:

1. Medical examination records and related documentation.
2. Records pertaining to an employee's disability, including documentation of employer accommodations.
3. Documentation of work-related illnesses or injuries.
4. Records of exposure to hazardous conditions or materials.
5. Drug-testing records.
6. Physician statements.
7. First aid incident reports.
8. FMLA-related records.

In accordance with the retention schedule established by the Missouri Secretary of State's Office, the district shall retain records in this file for seven (7) years after separation except that records relating to hazardous exposure shall be retained for 30 years after separation.

Record Access

Personnel records are closed, as authorized by law. Only authorized school officials shall have access to an employee's personnel records without the written consent of the employee. Medical records and I-9 forms will be available only to school officials who need to know the information contained in those records. Board members will have access to an employee's personnel file only when necessary for Board business as determined by the Board.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: 01-13-2009

Revised:

Tri-County RVII School District; Jamesport MO