

POLICY GBJB

Board of Education Las Cruces Public Schools

Related Entries: GBJB-R

Responsible Office: Associate Superintendent for Operations

Applicable To: Union Certified Employees Union Classified Employees Non-Union Employees All Employees

PERSONNEL FILES AND EMPLOYEE REFERENCES

I. PURPOSE

To ensure that employee personnel files are properly maintained and to establish a process for employee references.

II. BACKGROUND

- A. The Board of Education believes a school district employee's personnel file should be maintained in a way that protects the privacy of the employee and provides for the inclusion/removal and inspection of all appropriate documents.
- B. It is important to regulate the delivery, receipt, and/or inspection of employee references as part of the employment process.


III. POSITION

- A. This Policy applies to all district employees (faculty and staff), unless specifically preempted by the provisions of an applicable collective bargaining agreement covering the district employee. The district employee is directed to the provisions of the applicable collective bargaining agreement on this topic for further guidance and possible changes or additions to this Policy as applied to the district employee.
- B. One official personnel file for each school district employee, including the Superintendent of Schools, shall be securely maintained and shall be maintained in perpetuity, by the LCPS Department of Human Resources, NMAC 1.15.6.101.
- C. Documents that relate to employee grievances and/or the federal Family Medical Leave Act, 29 USC 28, shall be maintained separately from the official personnel files.
- D. The school district shall establish a process for the inspection of, access to and the inclusion of materials in the personnel file of each school district employee.
- E. A process shall be established for release of personnel reference information and references made by current or former school district employees.

- F. The Superintendent of Schools shall promulgate a regulation for the enforcement of this policy.

IV. REVIEW

This policy shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.



Board of Education, President

February 15, 2011

Date Approved

History: Formerly Policy 246: Personnel Files, revised 11.22.94, 10.17.00, 2.18.03; and Policy 262: Employee References, revised 10.17.00; combine Policies #246 and #262, 1st reading 12.14.10; 2nd reading 1.18.11; 3rd reading 02.15.11

Legal Reference: FMLA 29 USC 28; NMAC 1.15.6.101.