

**BOARD OF TRUSTEES  
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 415  
CLASSIFIED STAFF**

**PERSONNEL RECORDS**

Employees will have the right to review the non-confidential contents of their personnel file. Materials submitted to the District in confidence will not be made available to an employee.

Non-confidential material derogatory to an employee's conduct, service, character, or personality will be placed in the personnel file only if the employee has had an opportunity to review the material. The employee will acknowledge that they have had the opportunity to review such materials by affixing their initials to the copy to be filed, with the express understanding that such initialing in no way indicates agreement with the contents. The employee shall be permitted to attach their comments related to the derogatory material.

Personnel wishing to review their own records shall:

- a. Request access in writing to the Director of Personnel;
- b. Review the record in the presence of the administrator designated to maintain said records;
- c. Make no alterations or additions to the record nor remove any material there from; and
- d. Sign a log attached to the file indicating date and person reviewing.

Personnel wishing to appeal material in their record shall make a written request to the Superintendent stating name, date, material to be appealed, and the reason for appeal. The Superintendent shall hear the appeal and make a final determination.

Adopted: August 29, 1979