

VIRGINIA PUBLIC SCHOOLS
411 5TH AVENUE SOUTH
VIRGINIA, MN 55792

Personnel File Viewing Procedure

1. All personnel files, including the superintendent's, shall be kept in a secured, central location to which only a select few employees have access (in smaller districts, perhaps only the superintendent and his/her administrative assistant would have such access, while in larger districts, access may also be granted to a human resources director.)
2. When someone who is entitled to review a personnel file (i.e. the employee, the employee's supervisor(s), the superintendent, a school board member) wishes to do so, he/she must:
 - A. Make **a written request** to a designated district individual (the superintendent, the superintendent's administrative assistant, the human resources director) **at least 24 hours prior to viewing the file. The day and time to view the file shall be determined upon agreement with the person making the request and the designated district individual.**
 - B. The person requesting to view the file **must** record his/her name, the date, the time, and the name of the individual whose file is being requested on a district provided form (attached) and the designated district individual will retrieve said file for him/her.
 - C. **The person viewing the file must do so in the presence of the designated district individual** (who should probably be one of the individuals who has access to the secured location) **and is not allowed to take any notes, add to, or subtract from the contents of the file.**
 - D. The person viewing the file must then check it back in to be re-filed by the designated district individual with access to the secured location by recording on the district provided form the time he/she is checking it in and initializing that time.
 - E. Finally, only the employee himself/herself and his/her supervisor(s) should be allowed to place material in the employee's file (and, of course, the superintendent supervises all district employees, and the school board supervises the superintendent.)

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Personnel File Viewing Request Form

Name of Person Making Request: _____

Title of Person Making Request: _____
(i.e. employee (self), employee's supervisor, superintendent, school board member- only those entitled to view will be allowed)

Date Making this Request: _____

Time Making this Request: _____

Name of Personnel File Requesting to View: _____

Arranged Date and Time to View: _____
(AT LEAST 24 hours from above date/time- must be agreed upon by requestor and designated district individual)

Personnel File Viewing

Signature of Viewer: _____

Date: _____ Viewing Start Time: _____

Signature of Designated District Individual: _____

Viewing End Time and Initials of Viewer and Designated District Individual: _____

Upon completion of the viewing, the personnel file is to be **immediately** returned to the secured location **with this completed form placed in the front of the personnel file viewed.**