

Policy 2800

PERSONNEL FILES

Catholic Schools Office

The Catholic Schools Office shall keep a personnel file for each principal. This file may be a paper file or electronic file. It will contain all of the items of information listed below in “Contents of the File.”

Access to principal personnel files shall be limited to the professional staff of the Catholic Schools Office, the school pastor, attorneys designated by the diocese and as designated by law. While under contract and with prior notice to the superintendent, the principal may have access to all materials in his/her file and may review the material only in the presence of the superintendent. The personnel file may not be removed from the Catholic Schools Office and must be kept in perpetuity. The principal may request copies of any materials in the file. No other request for information from a principal file will be honored.

Local School Office

Each principal shall keep a personnel file for each school employee. This file may be a paper file or electronic file. It will contain all the items of information listed below in “Contents of the File.”

Access to personnel files shall be limited to the professional staff of the Catholic Schools Office, pastor, principal, attorneys designated by the diocese and as designated by law. While employed and with prior notice to the principal, the employee may have access to all material in his/her file and may review the material only in the presence of the principal. The personnel file may not be removed from the office and must be kept in perpetuity. The employee may request copies of any materials in the file. No other request for information from a personnel file will be honored.

Contents of the File

The personnel file contains all information pertinent to the employee’s personal and professional status. This file will include:

1. Completed application form
2. Resume, if applicable
3. Transcript of credits, if applicable
4. Copies of teaching certificates/licenses, if applicable
5. Religious education certificates, if applicable
6. Religion and professional updating, if applicable
7. Contracts, if applicable
8. Absentee records
9. Medical leave record
10. Information on insurance, retirement, and other benefits
11. Diocesan assessment forms, signed by both parties/dates
12. Anecdotal records/documentation signed by both parties/dates
13. Letters of recommendation

14. Professional awards
15. Child abuse policy and pastoral compliance acknowledgement of policy compliance signed and dated
16. Unemployment form signed and dated
17. Verification of background check
18. Copies of degrees, if applicable
19. Tuberculosis test results

The superintendent/principal retains copies of the originals in the personnel file and returns the originals to the employee. It is recommended that employees maintain a file that is consistent with the personnel file in the Catholic Schools Office/local school office.

Other Information Kept on File

1. I-9 forms are filed in the Finance Office
2. Emergency cards are filed with the school's emergency file

Transfer of Personnel Records Within the Diocese

When an employee transfers to a position within another school in the Diocese of Salt Lake City, a copy of the personnel file is sent to the principal. When an employee transfers to another school as a principal, a copy of the personnel file is sent to the superintendent.

In the case of a school employee, the original file is retained at the school. In the case of a principal, the original file is retained at the Catholic Schools Office.

Retention of Information

When an employee terminates employment, notification should be sent to the Catholic Schools Office on the official form. The personnel records of employees no longer working for the school/diocese should be kept in alphabetical order in a locked file.

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