

Policy Title: PERSONNEL FILES	Policy No.	No. of Pages
	EMP14	2
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- I. **PURPOSE:** To establish a uniform system for the maintenance of the official personnel records for School employees. This policy identifies the documents that shall/shall not be placed in the official personnel file for employees of the School.

- II. **POLICY:**
 1. The Principals shall be responsible for assuring that these files are kept accurate, complete, up-to-date, and in accordance with applicable provisions of the appropriate collective bargaining agreements.

 2. The following information pertains to the employee's personnel file and not a supervisor's working file which may contain such documents as observation forms and observation feedback on an individual employee; informal memoranda concerning employee performance or behavior issues that do not result in formal discipline; email communications to and from employees. Any information kept in a supervisor's work file shall have been shared with the employee at the time it was created.

 3. Personnel files will be maintained in locked filing cabinets or secure areas/rooms and are accessible only to authorized individuals to prevent the disclosure of protected or private information.

 4. The personnel file shall contain the following documents, as applicable:
 - a. Letter of hire/offer and acceptance of employment
 - b. Curriculum vitae/resume, application
 - c. Payroll Action Documents (i.e., SF-5)
 - d. State of Hawai'i Employee Withholding Allowance and Status Certificate (Form HW-4) and Employee's Withholding Allowance Certificate (Form W-4)
 - e. Training-related documents
 - f. Sabbatical or Professional Improvement Leave documents
 - g. Reporting of changes to employee information
 - h. Performance evaluation reports including notice of renewal
 - i. Notice of disciplinary actions (e.g., Written Reprimand, Letter of Suspension, and Discharge)
 - j. Letters of commendation or recognition
 - k. Employment separation documents

- l. Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation (Form G-2) or Early Payout of Accumulated Vacation Leave Credits (Form G-2A)
 - m. Any document deemed critical to record or monitor employment history
5. The following documents may be filed separately and apart from the personnel file:
 - a. Hawai'i Employer-Union Health Benefits Trust Fund enrollment forms and/or documents
 - b. Annual Leave Status Reports
 - c. Employees' Retirement System enrollment forms and/or documents
 - d. Investigation reports concerning actual or alleged misconduct
6. The following must be kept in separate secured files:
 - a. Employment Eligibility Verification (Form I-9)
 - b. Workers Compensation Claims and related documents
 - c. Temporary Disability Benefit Claims and related documents
 - d. Leave Sharing Requests and related medical certification documents
 - e. Family Leave Requests and related medical certification documents
 - f. Other medical information such as pre-employment medical information, ADA medical information, or TB Clearance
 - g. Immigration/Visa documents
 - h. Investigative reports and related documents (e.g., witnesses statements) involving alleged or proven employee misconduct and/or complaints against the employee
 - i. Grievance materials
 - j. Recruitment materials (e.g., interview notes)
 - k. Salary Placement related documents
 - l. Parent-Teacher Conference Request forms
7. Medical information is private and protected under Federal and state law and is not to be released beyond the principal or employee directly responsible for personnel actions and files without specific authorization of the principal and in coordination with the Corporation Human Resource Manager.