



XXX: EMPLOYEE FILES (P)

Approved: 24 12 10

POLICY

The Board of Education regards personnel documents which the District has received, or which it has prepared, as the property of Pacific Rim School District.

It shall be the position of the Board to maintain such employee files that are in the legitimate interest of the District and the employee.

The District shall maintain a file for payroll and benefits purposes and a separate file for personal and personnel information. Files shall follow the *Freedom of Information and Protection of Privacy Act* as well as Policy 300 Records Management and AP XXX Records Retention.

RESOURCES AND REFERENCES

Pacific Rim School District Administrative Procedure 4000: Employee Files (AP)