

Employment
Series 400

Policy Title: Employee Records Code No. 407

Policy Statement

Heartland AEA maintains personnel records for the daily administration of the Agency, for implementing Board policy, for budget and financial planning, and for meeting state and federal requirements.

Scope of Policy

Heartland AEA maintains personnel records for all employees.

Accountability Overview

- Employee personnel files are Heartland AEA records and are considered confidential.
- Designated personnel record custodians are the chief administrator, Board secretary, and human resources personnel, in addition to others appointed as needed.
- An employee may request access to his or her personnel file. The file will be sent electronically. Employees may request to meet with the human resources manager and/or designee to review their employment records.
- Heartland AEA requires a signed consent by the employee to release personnel records unless ordered by the court.

Date of Adoption:

August 14, 1992

Reviewed: 8/10/93, 3/13/01

Amended: 9/14/93, 1/14/97, 4/04, 12/13,
11/15, 8/8/17, 5/12/20