

Article IX.A.3.1. Personnel Files and Records

Statement of Policy

1. The District Human Resources office maintains an official permanent record file for each employee. These records are the property of Granite School District. Access to the information contain in personnel files is protected and subject to disclosure pursuant to the Government Records Access Management Act (GRAMA) and any relevant provisions of Professional Agreements.
2. Personnel files contain, but shall not be limited to the following items: application for employment, employment forms, pre-employment recommendations and records, and documentation of job performance. Personnel files may also contain other employment documents and records as appropriate.
3. Upon request, and by appointment, the employee will be allowed to inspect their own file, except for pre-employment recommendations and records, and such other information that may be privileged under law and not subject to employee inspection.
4. A separate file will be maintained for any employee medical information.
5. Any item within the file may be petitioned to be removed subject to state law, other district policies, and the professional agreements. Material found to be inaccurate or unfounded will be removed and destroyed. Petitions shall be considered by Human Resources and/or the appropriate Assistant Superintendent.

History:

Revised March 2020; July 2022—combined several policies including Articles IX.A.2.j., IX.A.3.1., and IX.A.5.1.

References

Utah Code § 63G-2-101 *et seq.* Government Records Access Management Act (GRAMA)

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