

Article IX.A.3.1. Personnel Files and Medical Records

A. 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 contained in personnel files is protected under the Government Records Access Management Act (GRAMA), subject to provisions of the Professional Agreement, and otherwise restricted from third party disclosure.
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 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, unreliable, or unfounded shall be removed and destroyed.

B. Medical Records

1. In all instances, District personnel shall respect an individual's right to privacy and treat medical records as confidential information. Medical records are maintained separately from personnel files in the District's benefits office and access to medical records is restricted. Any information obtained regarding the medical condition or history of any employee shall be collected and maintained on separate forms and treated as confidential information. Only those individuals with a legitimate need to know (i.e., those persons with a direct responsibility for the care of or for determining workplace accommodations for the employee) will be provided with necessary medical information.
2. Supervisors and managers may be informed of the necessary restrictions on the work or duties of the employee and necessary accommodations. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

**HISTORY**

Revised March 2020; July 2022—combined several policies including Articles IX.A.2.j., IX.A.3.l., and IX.A.5.l.

**REFERENCES**

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