

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Access to Employee Personnel Records

Policy OS 1

Recognizing that the employee personnel files at the Indiana School for the Blind and Visually Impaired contain information of a personal and confidential nature, access to these records shall be controlled and documented. Any employee shall have access to his/her file upon request to the Human Resources Director or, during his or her absence, Assistant Superintendent of Business and Operations. Supervisors may have access only to the personnel files of those employees under their supervision. Personnel files shall not leave the Human Resources Office area without prior written approval from the Superintendent or the Assistant Superintendent for Business and Operations. Medical information and records shall be treated as confidential material. They shall be segregated within the personnel record and, unless required by compulsory legal authority, shall not be disclosed to anyone not having the proper access authority.

Except as provided under IC 5-14-3, it is the policy of the state and the school to release only the following information to the public concerning a current employee: name, gross compensation, job title, business address and telephone number, and dates of employment.

If a person not having regular access authority makes a request to inspect a personnel file, makes copies of information contained in a personnel file, or receives information other than that specified above, the request shall be referred by the ISBVI Human Resources Director to the State Personnel Department. The Superintendent and the Assistant Superintendent for Business & Operations will be notified.

ISBVI Policy OS 1

Reviewed and Approved: 1/11/10, 10/21/13, 10/22/18, **10/25/21**

ISBVI Superintendent: _____

_____ **Date**

ISBVI Board Chair: _____

_____ **Date**