



Responsible Office: Office of Human Resources

BOARD POLICY 4125

EMPLOYEE RECORDS AND INFORMATION

PURPOSE

The Board of Trustees (Board) is committed to safeguarding confidential personal employee information. The Washoe County School District (District) will only collect personal information that is necessary to conduct operations and to comply with government reporting and disclosure requirements.

DEFINITIONS

1. "Employee" refers to all current and former paid employees of the District, whether full-time, part-time, or temporary.

POLICY

1. The District shall organize, compile, and maintain personnel records and files for each employee related to the employee's duties and responsibilities to the District and the District's responsibilities to the employee, to include maintaining confidentiality of personal information.
2. Personnel records will be received, created, maintained, and retained in compliance with state and federal laws and regulations.
3. Only information submitted by authorized District personnel may be entered in the official personnel file.
4. The Board hereby directs the Superintendent to adopt an Administrative Regulation to implement and maintain the purpose of this Board Policy. The Superintendent shall include in the Administrative Regulation the following provisions:
 - a. Employee information maintained by the District;
 - b. Public Records;
 - c. Confidential Records;
 - d. Maintenance and Storage of Employee Records;

- e. Access to Records;
- f. Retention, Security and Privacy;
- g. Destruction of Records; and
- h. Breach of Confidentiality.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Board Policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 4400, Equal Opportunity in Employment.
2. This Board Policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter 239, Public Records;
 - b. Chapter 284, State Personnel, specifically:
 - i. NAC 284.702 – 284.734, Personnel records;
 - c. Chapter 288, Relations Between Governments and Public Employees; and
 - d. Chapter 391, Personnel.
3. This Board Policy complies with federal laws and regulations, to include:
 - a. Title VII of the Civil Rights Act;
 - b. Fair Labor Standards Act;
 - c. Health Insurance Portability and Accountability Act (HIPAA);
 - d. National Labor Relations Act;
 - e. OSHA Recordkeeping (maintain record of job related injuries and illnesses);
 - f. Americans with Disabilities Act; and
 - g. Family and Medical Leave Act.

REVISION HISTORY

Date	Revision	Modification
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11/28/2017	1.0	Adopted
09/14/2021	2.0	Revised: Formatted per BP 9070, add definition, updated language for maintaining personnel records.