

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** September 7, 2010

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 4214 - EMPLOYEE FILES**

**ORIGINATOR:** Joe A. Hairston, Superintendent

**RESOURCE PERSON(S):** Donald Peccia, Assistant Superintendent, Human Resources

**RECOMMENDATION**

That the Board of Education approves the proposed deletion of Policy 4214. This is the third reading.

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Attachment I – Policy Analysis  
Attachment II – Policy 4214

**Policy Analysis for  
Board of Education Policy 4214  
Employee Files**

**Statement of Issues or Questions Addressed:**

Board of Education Policy 4214 is being recommended for deletion. This policy's subject matter is addressed in the Board's Master Agreements.

**Cost Analysis and Fiscal Impact on School System:**

No fiscal impact is anticipated by the deletion of this policy.

**Relationship To Other Board Of Education Policies:**

None.

**Legal Requirements:**

*Annotated Code of Maryland*, Education Article §2-205 (c), *Powers and Duties*  
COMAR 13A.08.02.01 through .31

**Similar Policies Adopted By Other School Systems:**

1. Anne Arundel County Public Schools, Policy 800.02, *Personnel Records*
2. Howard County Public Schools, Policy 800.02, *Personnel Records*

**Draft of Proposed Policy**

Attached.

**Other Alternatives Considered By Staff:**

None.

**Timelines:**

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

PERSONNEL: Classified

General: Employee Files

Upon written request, each employee shall have the right to review, at a time mutually convenient, the contents of the personnel file in the central office, excepting, however, any confidential references. At the employee's request, a witness of his/her choice may accompany the employee in such a review. The review shall be made in the presence of the administrator responsible for the safekeeping of such files.

Facilities shall be available for the employee to make photostatic copies of such contents and records as concern his/her work or himself/herself, except in circumstances beyond the control of the administrator.

An employee shall have the right to answer in writing any complaints filed in the personal files, and the employee's answers shall be attached to the complaint and reviewed by the Superintendent of Schools or designated representative.

Material of a negative nature should not be placed in any employee's file without the employee's knowledge.

Policy  
Adopted: 6/22/72]

Board of Education of Baltimore County