



# Monument Academy

## *Board of Directors Governance and Policy*

<b>Policy Area :</b> Governance	<b>Policy # :</b> 1513
<b>Title :</b> Staff File Access Policy	<b>Adopted :</b> August 4, 2004
	<b>Revised :</b> November 15, 2012
	<b>Reviewed:</b> March 8, 2018

### **I. Issue Statement**

- A. The Board of Directors believes that the orderly operation of the school requires the retention of all records bearing upon an employee's qualifications for employment and employment history.
- B. The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with federal, state, and local statutes; and the proper conduct of evaluations; as appropriate.
- C. Records maintained in the personnel files of Monument Academy are not public records and are not open to inspection except as provided for in this policy.

### **II. Policy Statement**

- A. The purpose of the Monument Academy Staff File Access policy is to create procedures and protocols for the Monument Academy Board of Directors to open a personnel file of any of the staff employed by the school. Staff members include but are not limited to teachers, tutors, office, para-professional, and custodians.
- B. Because the Monument Academy Board of Directors has statutory oversight of all staff, the Board is entitled to view the credentials and performance of individual staff members documented in their personnel file. Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Executive Director.

### **III. Procedures and Protocols**

- A. The following procedures and protocols are therefore established to ensure the information within a personnel file is held in strictest confidence on a need-to-know basis:
  1. A consensus of the Board of Directors shall first be obtained to recognize the need to access the file. The consensus shall be sought during Executive Session in which a quorum of the Board is present and declared. The consensus is recognized by vote of a simple majority of the Board. The Board will follow all statutory requirements pertaining to purpose, notifications and conduct of an Executive Session.
  2. After obtaining consensus and returning to public session, the Board shall then select a delegate from among the Board. All members of the Board are eligible to be a delegate except for the President of the Board.
  3. The President of the Board and the delegate shall contact the Executive Director and arrange a time to view the personnel file(s) of interest.
  4. At the appointed time, the Executive Director shall pull the personnel file(s) of interest, and will view the file alongside of the Board President and Board delegate. The Board President and Board delegate access to the personnel file(s) is limited to the relevant portion of the file(s). Upon satisfaction that the information of interest is obtained, the Executive Director shall return the personnel file(s) back in the secure place of storage.

### **IV. Related Documents**

- A. Monument Academy Bylaws
- B. Colorado Revised Statutes ("C.R.S.") 24-6-402
- C. Board of Directors Governance Policy 1500A
- D. Executive Director Policy 1500B
- E. Board of Director Code of Conduct Policy 1514

### **V. Points of Contact**

- A. The following position shall serve as points of contact for the enforcement of this policy:  
President of the Board of Directors and the Executive Director