

ARTICLE 26
PERSONNEL FILE

- 26.1 There shall be only one official District personnel file, which shall be maintained by the Human Resources Department. If the District plans to move to an electronic personnel system, it shall give prior notice to the Association.
- 26.2 With the exception of items which are duplicates of those in the District file, evaluation materials as described in the *Portland Public Schools Handbook for Professional Growth and Evaluation*, and in-service records, and other official records, materials in the supervisor's building file, including Letters of Expectation, shall be removed when the supervisor or the professional educator is transferred.
- 26.3 Each professional educator shall have the right upon request to review the contents of their District personnel file as well as any similar building file maintained by their supervisor. Upon request, the professional educator shall be provided with a copy of all or part of their personnel file from the District.
- 26.4 A representative of the Association may:
- 26.4.1 at the professional educator's request accompany the professional educator in this review; or
 - 26.4.2 be authorized by the professional educator in writing to review the file.
- 26.5 Section 26.4 does not limit the Association's right to information under the PECBA.
- 26.6 A professional educator shall be provided a copy of any materials relating to the professional educator's work performance if such materials are to be placed in the professional educator's personnel file. A complaint shall not be placed in the professional educator's personnel file unless accompanied by a written directive from the administrator. Each professional educator's personnel file subject to review shall contain the following minimum items of information:
- 26.6.1 all professional educator evaluation reports
 - 26.6.2 transcript of academic records
 - 26.6.3 contract status recommendation.
- 26.7 The professional educator may respond to any item placed in the professional educator's personnel file or the record described above of the professional educator maintained by the supervisor and said response shall become a part of the file. A professional educator may request and have granted that any materials in the District personnel file (excluding evaluations and letters stating final disciplinary actions) be removed from their file if after three (3) years of being written no subsequent similar entries have been made into the professional educator's personnel file.
- 26.8 Letters of Expectation shall be removed from a professional educator's official district personnel file **four (4) years** ~~six (6) years~~ after the date of the Letter of Expectation.