

	ABERDEEN SCHOOL DISTRICT	NEPN Code: GAK-R
	POLICIES AND REGULATIONS	

PERSONNEL

REVIEW OF CONTRACTS REGULATIONS

Aberdeen School District employees' contracts are subject to the open records law SDCL 1-27 1.5 and shall be available for review by members of the public under the following procedures:

1. The request to view an employee's contract shall be made in writing. Written requests and form GAK-E shall become part of the employee's personnel file.
2. The contract may be viewed in the Human Resources office during office hours. An Aberdeen School District employee other than the employee whose contract is being reviewed shall be present during the review of the contract.
3. A copy may be mailed to the person requesting to view the contract if that person so chooses.
4. Copies of the contract will be made upon request and at a reasonable charge in accordance with District guidelines to the person requesting them. The charge may include the cost of materials, use of equipment, and labor for making the copies, and time spent in locating the file. The cost of mailing may also be included in the charge if the copy is to be mailed. This charge shall be applied uniformly and without discrimination. Such payment must be received prior to copying the contract.
5. The employee will be notified in writing (GAK-E) that the contract will be reviewed or has been reviewed.
6. The Superintendent may seek legal advice on matters pertaining to the review but access may not be unreasonably delayed.

Review of the Superintendent's contract shall follow the same procedures. The School Board President or another Board member or a designee shall be present during the viewing of the file.