

PERSONNEL RECORDS

The following files are to be maintained on an employee:

A. Personnel File

1. A completed employment application form;
2. A copy of certification, if applicable;
3. Official transcripts, if applicable;
4. I-9 forms;
5. NTE scores.

B. Payroll File

1. W-4;
2. Retirement registration;
3. Completed forms for health, life, and disability insurance;
4. Completed annuity forms;
5. Payroll deduction authorization;
6. Health insurance enrollment.

C. Confidential File

1. T.B. test;
2. Applications for health insurance;
3. Record of a recent physical examination;
4. History of any medical treatment;

5. Criminal history records, including fingerprints;
6. Physician release to return to work.

Professional staff members shall also be responsible upon employment, for providing a complete transcript of their education and records of all prior teaching experience.

Contents

During the period of employment, in addition to other information permitted by law, the following data shall be maintained in personnel files:

- A. Current correct name, address, and telephone number;
- B. Current data on education completed, including transcripts of all academic work;
- C. An accurate record of work experience;
- D. Proof of fulfillment of requirements for change in salary classification;
- E. Current data pertaining to certificates required by the State;
- F. Record of assignments;
- G. Evaluation of performance;
- H. Proof of discharge from military service, where applicable;
- I. Leave request form;
- J. Correspondence;
- K. Rate of compensation;
- L. Completed evaluations;
- M. Disciplinary incidents;
- N. Special awards or distinctions;
- O. Letters and other correspondence received concerning a staff member, providing the correspondence is relevant to his/her employment.

All information concerning employees' health status, including mental or physical examinations and treatments are to be kept confidential. Access is limited to the employee, the employee's supervisor, the Superintendent and other central office administrators who have a supervisory relationship to the employee, and others authorized by law.

Employees who wish to review their own personnel file shall:

- A. Request access in writing;
- B. Review the record in the presence of the administrator designated to maintain said records or designee;
- C. Make no alterations or additions to the record nor remove any material therefrom;
- D. Create a log in the file.

Adopted: July 18, 2006