

PERSONNEL RECORDS

The superintendent or his designee(s) will be authorized to maintain personnel records and to permit inspection of the same. The following personnel records will be maintained for all employees as appropriate:

1. Employee applications and contracts;
2. Professional certificates and other documents required by state and federal laws and regulations;
3. Evaluations;
4. Cumulative information files including:
 - * Age
 - * Experience
 - * Qualifications
 - * Salary
 - * Physical exams
 - * Sex
 - * Race
 - * Names of schools and grade(s) taught
5. INS Forms.

The following guidelines will be followed:

1. Information contained in personnel records will be limited to job-related matters;
2. The superintendent is responsible for notifying employees of the type of records kept and uses made of such records;
3. Employees will be granted an opportunity to respond in writing to material placed in records;
4. An employee's own records may be reviewed by that employee and copies of same may be made by that employee during regular business hours; and
5. Other inspections may be made only by those having a right and a need for review of said records.