

PERSONNEL RECORDS

The School District shall keep personnel records on all employees. It shall be the responsibility of the Superintendent of Schools or his/her designated representative to keep said records updated and complete.

It shall be the responsibility of each employee to provide the Central Office with all required documents to ensure that his/her personnel file is complete and up-to-date. Among the items required are, but not limited to: employment application, valid teaching certificate, transcript of college credits, record of previous teaching experience (if any), report of chest x-ray or skin test, and background clearance.

The employee, or any person designated in writing by the employee, may, upon request, review all of the contents in his or her personnel file and receive copies of any documents contained in the file. No document shall be withheld from the employee or his or her representative. A representative of the employee may accompany him or her during the personnel file review. The employee may answer or object in writing to any materials in his or her file and the answer or objection shall be attached to the appropriate material.

When information contained in an employee's records is transmitted to other persons or agencies, notification of such transmission shall be sent in writing to the employee.

Adopted: May 8, 1979

Ref: Education Rights and Privacy Act of 1974; Ala. Code §§16-22-14; 16-24-1 through 16-24-13; Title VII of Civil Rights Act, 1964 as amended.

Florence City

