

Purpose

To state the Board's position regarding the maintenance of records for employees

Definitions

N/A

Policy Statement

The Division of Human Resources is charged with the responsibility of keeping a current folder on each Board employee. The folder will contain a record of all pertinent pre-employment information including the application, references, verification of previous employment and education, a record of any change in status, position, or salary of the employee, evaluation and ratings, personnel actions and other information required by law, Board policy or collective bargaining agreements.

Legal Reference			
Policy History	Adopted	Reviewed	Revised Jan. 9, 2007, 1 st Reading Feb. 13, 2007, 2 nd Reading March 13, 2007, 2 nd Reading