

3.7 -- PERSONNEL RECORDS

The Board of Education requires complete and current personnel records on all employees.

All information contained in an employee's records shall be considered confidential and shall not be transmitted to other persons or agencies without written approval by said employee, or as subpoenaed by legal authorities. The employee's supervisors, however, shall have access to these files which shall be maintained by the clerical staff in the office of the Superintendent.

It shall be the responsibility of each employee to insure that his/her personnel file is current and contains the following items:

1. Signed contract for the current year
2. Certificate of Health (Tuberculosis)
3. Statement of Dependents (W-4)
4. Social Security Number
5. Arkansas Teacher Certificate for Certificated Employees
6. Up-to-date "official" transcript of all college work (must bear seal)

The above are minimum requirements for the file. Additional relevant information may be included in the file. The employee will receive a copy of any additional information placed in the file by a supervisor or district administrator.

Approved by Board of Education 4/13/93