

Maryville City Schools Board of Education

Monitoring: Review: Biennially in March	Descriptor Term: Procedures & Guidelines Personnel Records	Descriptor Code: 8.11 Rescinds:	Review Date: 02/13/18 Last Revision:
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The Director of Schools or designee is responsible for notifying employees of the types of records kept in the personnel file and the uses of the records. The district follows the Tennessee Public Records Act (TCA 10-7-504 et seq) in regards to release of information found in personnel records.

Employee records, except medical records (Americans with Disabilities Act) and college transcripts (Family Educational Right to Privacy Act), are public records and are available for inspection during regular business hours. The following procedure will be followed when a request in writing is made to view personnel records:

1. The employee will be notified via telephone or email that a request has been made to view his/her file. The employee may be given the name of the person making the request.
2. Within five working days of the request, the person making the request will be notified, a photo ID shall be presented and the person making the request will be asked to sign the log book. A representative from the Human Resources Department will remain with the person who is viewing the records. The requestor must complete an Inspection/Duplication of Records Request form.
3. The district can charge for the cost of labor and supplies for copies. The charge will be calculated on the form referenced above.

The following information may be placed in a personnel file:

1. Employee applications and contracts;
2. Professional certificates and other documents required by the state and federal laws and regulations;
3. Evaluations and supporting documentation; and
4. Other commendations, concerns, or information as deemed necessary by the Director of Schools, Assistant Director of Schools, Administrators/Principals, Superordinate or the employee.

When preparing any negative or derogatory material to be placed in an employee's personnel file, the following statement must be included:

My signature indicates that I have received a copy of this information. I understand that I have an opportunity to respond in writing and the response will also be placed in my personnel file. I further understand that the contents of my personnel file are public information.

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1 my personnel file. I further understand that the contents of my personnel file are

2 public information.

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4 Signature_____ Date _____

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6 Witness _____

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