

# Wilson County Board of Education

Policy Description:

Personnel Records

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Policy Number:

5.114

Amended Date:

04/07/08

Rescinds:

600.12/Contract 8-(2-3)

Issued: 08/96

11/08/01

1 An individual personnel file will be maintained on each employee in the Human Resources Department. It is the  
2 responsibility of each employee to provide accurate information to the employer.

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4 No anonymous material will be placed in the employee's file. All material placed in the file shall be signed and  
5 dated by the person submitting the material.

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7 As defined by relevant open records laws, employee records are open for inspection during business hours.

8 With the exception of the employee, principals, supervisor, and central office personnel, the date and signature  
9 of any person inspecting the employee's file shall be recorded as part of the file.

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11 All employees must inform the Human Resources Department and their supervisor, in writing, of changes in any  
12 of the following: Name, Home Address, Telephone Number, and Marital Status. The notification should be  
13 made within fourteen (14) days from said change.

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15 The Director of Schools or his designee(s) shall be authorized to maintain personnel records and to permit  
16 inspection of the same, except for matters deemed confidential by law.<sup>1</sup>

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18 The following guidelines shall be followed:

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- 20 1. Information contained in personnel records shall be limited to job related matters;
- 21 2. The Director of Schools shall be responsible for notifying all employees of the types of records kept and  
22 uses made of such records;
- 23 3. Employees shall be granted an opportunity to respond in writing to material placed in records;
- 24 4. Employee records are public records, except for matters deemed confidential by law, and shall be open  
25 for inspection with notice given to the employee during regular business hours;<sup>2</sup>

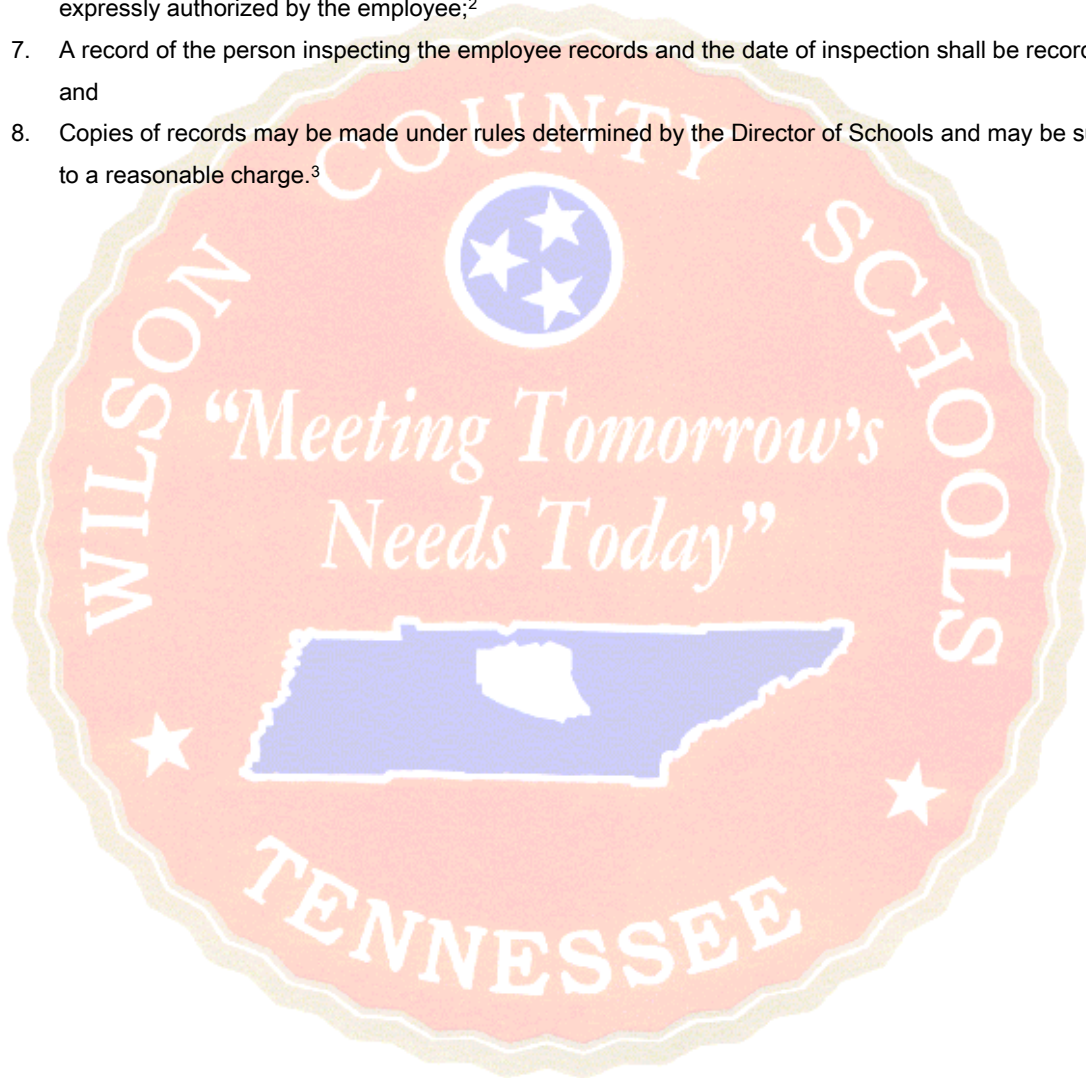
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<sup>1</sup> TCA 49-2-301(f)(1)(BB)

<sup>2</sup> TCA 49-2-301(f)(28); TCA 10-7-503-504

- 1 5. In accordance with federal law, the district shall release information regarding the professional  
2 qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon  
3 request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who  
4 provides instruction to their child at that school;<sup>1</sup>
- 5 6. Members of the public may not obtain an employee's unpublished telephone number, bank account  
6 information, social security number or driver license information, except where driving or operating a  
7 vehicle is considered to be a part of the employee's duties, unless release of this information is  
8 expressly authorized by the employee;<sup>2</sup>
- 9 7. A record of the person inspecting the employee records and the date of inspection shall be recorded;  
10 and
- 11 8. Copies of records may be made under rules determined by the Director of Schools and may be subject  
12 to a reasonable charge.<sup>3</sup>



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<sup>1</sup> 20 U.S.C. 6311 § 1111 (6)(A)

<sup>2</sup> TCA 10-7-504

<sup>3</sup> TCA 10-7-506; TCA 49-2-301(f)(29); TCA 8-5-108