

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

DBA
(REGULATION)

GUIDELINES FOR
ACCESS

The District will maintain an electronic personnel file for each employee, and the following guidelines will apply.

EMPLOYEE REQUEST
FOR
COPIES

An employee or his/her designated representative may inspect the employee's file in accordance with the provisions of DBA (LEGAL).

Requests for access to or information from personnel files will be directed to the Superintendent or designee. Personnel records may be accessed on a "need to know" basis by:

- administrative personnel designated by the Superintendent;
- Human Resource officers; and/or
- the principal or immediate supervisor.

The Records Manager will make a copy of requested documents in an employee's personnel file within 10 business days after an employee or designee submits a written request.

A copy of a personnel file or record must be picked up in person. The request for a copy to be mailed must be approved by the Department of Human Resources, which has the authority to waive the requirement in the event of a hardship or urgent necessity on the part of the employee.

Each employee will be responsible for keeping personal information accurate and up-to-date and must notify the Department of Human Resources of any change of address or credentials.

RECORDS UPDATE

Within one month after beginning employment with the District, each new employee will be responsible for submitting official documentation of any creditable years of service for purposes of the District determining the appropriate level of compensation.

CREDITABLE YEARS OF
SERVICE SUBSEQUENT
ACADEMIC WORK
AND
INTERSESSION/SUMMER
SCHOOL

If an employee earns additional college credit hours after a transcript is on file, an official record of the new work must be submitted. A grade report is not acceptable.

Paid instruction on days outside of the regular student calendar (Intersession, Saturdays and Summer School) are counted on the service record if the employee normally works a full day (seven or more hours), the amount of time worked is in excess of three and one-half hours each day (counted as half day) and the work is preapproved by the campus principal. Supporting documentation must be maintained at the campus and submitted to the Department of Human Resources by the third Monday of July for employees whose

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contracts end in June. The employment is documented on the service record by dates and the percentage of the day worked when compared to the normal school day. Employees are responsible for ensuring their service is accurately recorded.

INDIVIDUAL EMPLOYEE
FILES

Personnel records will be organized as individual employee files or aggregated employee files.

Medical information, alcohol and drug test information, and criminal history record information will be maintained in a separate, confidential file.