

Dyer County Board of Education

Descriptor Term:

Personnel Records

Descriptor Code:

GAK

Board Approved:

1/8/19

Rescinds:

GAK

Board Approved:

8/20/96

1 The superintendent or his/her designee(s) is authorized to maintain personnel records and to permit
2 inspection of the same. The director may establish reasonable requirements for inspection. The
3 following personnel records may, but is not limited to, be maintained for all employees as appropriate:
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- 5 1. Employee applications and contracts;
- 6 2. Professional certificates and other documents required by state and federal laws and
7 regulations;¹
- 8 3. Evaluations;
- 9 4. Cumulative information files:
 - 10 a. Experience
 - 11 b. Qualifications
 - 12 c. Salary
 - 13 d. Physical exams
 - 14 e. Names of schools and grades taught
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- 16 5. INS Form I-9.³
- 17 6. Background Check

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19 The following guidelines shall be followed:
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- 21 1. Employees may be granted an opportunity to respond in writing to material placed in records.
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- 23 2. All licensed employees or any other person considered as a professional employee shall be
24 granted access at any reasonable time to the employee's personnel file or files.⁴
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34 Legal References:

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- 36 1. TCA 49-5-101; TCA 49-5-106; TCA 49-2-203(b)(2); TCA 49-2-301(f)(23).
- 37 2. Immigration Reform and Control Act of 1986.
- 38 3. T.C.A. 49-2-301(f)(28).
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