

## Employee Personnel File

7.03  
Board Adopted  
(03-12-98)

When an individual applies for a position with Windham School District, an in-depth application is furnished by the Texas Department of Criminal Justice and completed by the applicant. Inquiries will be sent to references and prior employers, the Federal Bureau of Investigation and the Texas Department of Public Safety. Responses to these inquiries, the completed application, official transcripts, teaching certificate, teacher service records, and military service records comprise the nucleus of the personnel file.

Other items such as the orientation list, evaluation reports, awards and letters of commendation, insurance forms, published articles, supplemental documentation relating to job performance, such as letters, reports, or memoranda, leaves and absences records and requests, retirement and social security forms, documentation of workshops and courses, and any other items that reflect the employee's professional status with the school are placed in the personnel files. Materials placed in the files must be factual and/or documented.

The Windham School District is funded under Chapter 19, Texas Education Code, and is required to follow the certification requirements established in TEC Chapter 19. Therefore, before Windham can record a new employee on the payroll, the following credentials must be on file:

1. One (1) official transcript from all colleges and universities attended
2. Valid Teacher Certificate or other T.E.A. credentials
3. Teacher Service Record(s)

## Emergency Information

7.03-2

All employees shall provide the Personnel Office with their home address and telephone number upon employment with Windham, along with the person to notify in case of an emergency. Employees are required to notify the Personnel Office promptly of any change in home address or telephone number. If the employee does not have a telephone, the number of the nearest telephone where said employee may be reached should be given.

## Personnel Records as Public Information

7.03-3

The following information about present and past employees of the District shall be public information:

1. Name.
2. Sex.
3. Ethnicity.
4. Salary.

## Employee Personnel File

7.03  
Board Adopted  
(03-12-98)

5. Title.
6. Dates of employment.
7. Home address and phone number, unless the employee requests in writing that it not be released.

Public information shall be furnished to any interested person within a reasonable time upon written request to the Personnel Department under the provision of the Public Information Act.

## Confidential Records

7.03-4

1. Teacher and Administrative evaluations.
2. Medical Information.
3. Alcohol/Drug Test information.
4. Criminal History Records.
5. Personal information such as address, phone, social security number, and information that reveals family members.

## Guidelines for Access

7.03-5

An employee or their designated representative may inspect the employee's file. Additional documentation may be added to an employee's file in the form of signed statements submitted by the employee.

Requests for access to or, information from personnel files shall be directed to the Superintendent. Personnel records may be requested by the:

1. Superintendent.
2. Instructional/Administrative Officers.
3. Personnel Department.
4. Principal or immediate supervisor.
5. Board.

Employee Personnel File

7.03  
Board Adopted  
(03-12-98)

Records Update

7.03-6

The employee shall be responsible for keeping the personnel records accurate and up to date and shall notify the Personnel Department of any change of address, marital status, or credentials.

Subsequent Academic Work

7.03-7

If additional college credit and/or hours of advanced academic training are earned after a transcript is on file, an official transcript including the new work must be submitted to the Personnel Department. A grade report card is not acceptable.

Microfilming of Employee Personnel File

7.03-8  
Board Adopted  
(11-12-90)

The following Microfilming of Employee Records plan was prepared pursuant to Texas Education Code section 21.259 and 21.260. Before records shall be destroyed, approval will be obtained from the State Librarian and records will be verified for completeness and acuity.

Types of Records and Reports for Recording on Microfilm

7.03-8.1

A personnel file is maintained for each employee of Windham School District and may contain any or all of the following:

- Valid Teacher Certificate or other TEA credentials
- Official Transcript(s)
- Teacher Service Record(s)
- Salary Analysis
- Contract(s)
- Appraisals
- Professional Development Forms
- Absence From Duty Forms
- Payroll forms
- Correspondence
- Employment Application Information

One year after an employee terminates, the employee personnel file will be microfilmed.

Employee Personnel File

7.03  
Board Adopted  
(03-12-98)

Standards for Identification, Coding and Indexing

7.03-8.2

Microfilm will meet ISO (International Standards Organization for microcopy) specifications for archival use. Each 16mm 215' roll will produce a minimum of 2400 images and will contain a Control Test Target, Roll Number Identification Page, Title Page, Educational Records, Certificate of Legality and Authenticity with the identification of the camera operator and date completed, and an End of Reel page.

Either a handwritten or a computer index will be developed as the educational records are being microfilmed. The index will list the former employee's name, social security number, date of birth and on which reel(s) and blip number(s) the records may be found.

Microfilm Quality Standards

7.03-8.3

In producing the rolls of microfilm, the Educational Records microfilming division shall, employing a planetary camera, use only film that meets the American Standards Institute for archival use. All master camera negative microfilm so produced and processed shall, when subjected to microscopic examination and to densitometric measurement, and to laboratory methylene-blue testing within thirteen days of processing, be found to measure a resolution of not less than 120 lines per millimeter, to measure background densities of at least 0.9 but not more than 1.5, and to contain not more than 0.7 micrograms of residual sodium thiosulphate per square centimeter.

Certification of Microfilm

7.03-8.4

Each reel of microfilm will contain a Certificate of Legality and Authenticity signed by both the camera operator and the custodian of records.

Public Access to Microfilm

7.03-8.5

The public will have free access to information in microfilms to which they are entitled by law.

Disposition of Microfilmed Records

7.03-8.6

Diazo copies (work copies) of the film will be stored in the Personnel Office and the original negative will be stored in the climate controlled central library of the Windham School District.

Personnel File Photocopy Requests

7.03-9  
(02-27-91)

Employees and former employees may request photocopies of items in their personnel file. Such copies will be made only by Personnel Department employees with approval of the Personnel Director or the Assistant Personnel Director. In accordance with the provisions of the Administrative Procedures and Texas Register Act, (TDC AD-11.23), a charge of \$0.10 for the first page, and a charge of \$0.10 for each additional page, must be paid in advance with a cashier's check or money order made payable to the Windham School District. No cash or personal checks will be accepted.