



WINDHAM SCHOOL
DISTRICT

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SUPERSEDES: OP-07.46
October 13, 2009

OPERATING PROCEDURES

SUBJECT: SERVICE RECORDS

AUTHORITY: 19 Texas Administrative Code, Chapter 153, Commissioner's Rules on Creditable Years of Service

Reference: HB 1365

APPLICABILITY: Windham School District (WSD)

EMPLOYMENT AT WILL CLAUSE:

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The WSD reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the superintendent's authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the WSD and **do not** create any legally enforceable interest or limit the superintendent's authority to terminate an employee at will.

POLICY:

It is the policy of the WSD to provide employees with a service record documenting the total years of service provided to the WSD. All service records shall meet the requirements set forth by the Texas Education Agency.

DEFINITIONS:

"Service Record" is a document that indicates the total years of service provided to the WSD by an employee, the position held, and the employee's state leave balance.

PROCEDURES:

I. Request for Service Records

On written request by a WSD employee, former employee, or by a school district employing a former WSD employee, WSD shall provide a copy of the individual's service record to the school district employing the individual or directly to the individual.

II. Priority for Issuing Service Records

A. For individuals employed as a WSD classroom teacher, librarian, or counselor, service records shall be provided not later than the 30th day after the later of the following dates:

1. The date the request is made; or
2. The last day of the individual's service to the WSD.

B. For individual's employed by WSD in other capacities, service records shall be provided not later than the 90th day after the later of the following dates:

1. The date the request is made; or
2. The last day of the individual's service to the WSD.

III. Process Upon Separation

A. Upon separation from the WSD, an audit of the employee's sick leave and personal leave shall be completed and corrections made to the employee leave database.

B. The final service record shall be printed.

C. Copies of all original service records, from WSD and previous districts of employment, that have not been signed by the employee are sent to the employee for signature.

D. Once the signed copies are returned to the WSD, all original service records are sent to the former employee or to another entity if such a request is made.

Signature on file

Dr. Latreace Craig

Director, Human Resources