

**PERSONNEL FILES  
SUPPORT EMPLOYEES***Adoption Date:* 9/9/03, 12/8/09*Revision  
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At the time of initial employment, each support employee shall file with the district prior to the first day of employment a complete employment history and a complete record of education. The employee shall also sign a statement indicating receipt of a written job description and the following school policies or a staff handbook containing these policies:

Drug-free Workplace  
Fair Labor Standards Act and Compliance Procedures  
Nondiscrimination  
Sexual Harassment  
Support Personnel Suspension, Demotion, or Termination

For the benefit and use of the school district and of the employee, the district will maintain a complete, up-to-date personnel file in the superintendent's office. The file record shall include the following information:

1. Full legal name, date of birth (if under 19 years of age), sex, address, telephone number, and date of employment
2. Social Security Number
3. Data on education, including all institutes completed
4. Additional data requested concerning health and/or medical examinations
5. Record of assignments
6. Evaluations of performance
7. Signed statement indicating receipt of a written job description and staff handbook/policies

Additionally, all personnel files for support employees may include the following:

1. Employee's occupation
2. Time and day of week when the employee's workweek begins
3. Hours worked each day
4. Total hours worked each workweek
5. Basis on which the employee's wages are paid (e.g., "\$6 an hour", "\$220 per week", "piecework")
6. Regular hourly pay rate
7. Total daily or weekly straight-time earnings
8. Total overtime earnings for the workweek
9. All additions to or deductions from the employee's wages

<b>WELCH SCHOOL DISTRICT 18 I-017</b>		<b>DNC</b>	
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- 10. Total wages paid each pay period
- 11. Date of payment and the pay period covered by the payment.

Every employee shall be allowed to inspect his or her personnel file at any reasonable time in the presence of a staff member of the superintendent's office.

References regarding an employee received prior to employment with the district shall not be made available to the employee for inspection.

REFERENCE: 51 OS §24A.7