

PERSONNEL RECORDS

FILE: GBJ

TITLE: Administrator's Home Telephone

POLICY:

The Superintendent, district-level employees as designated by the Superintendent, and all principals and assistant principals are required to maintain a telephone in their residence and to have the number listed with their name in the appropriate telephone directory.

TITLE: Personnel Files

POLICY:

- (1) A personnel file shall be maintained for each employee. The file shall be inclusive of all records, information, data, or materials maintained by the School Board of Orange County, Florida ("Board") in any form or retrieval system whatsoever. The file shall be uniquely applicable to the employee, whether maintained in one or more locations.
- (2) The Superintendent shall establish written procedures for the maintenance of personnel files consistent with the provisions of Section 1012.31, Florida Statutes. Such procedures shall include, but not be limited to, the following:
 - (a) location of personnel files;
 - (b) criteria and procedures for placing materials in a personnel file;
 - (c) persons authorized to place materials in a personnel file;
 - (d) review of disputed or contested materials in a personnel file;
 - (e) public access to personnel files; and
 - (f) persons designated to have access to confidential materials in a personnel file.
- (3) Access to file.
 - (a) Except for those portions of the personnel file which are exempt from disclosure by law, the personnel file of an employee shall be open to inspection by any member of the general public, upon reasonable notice to the records custodian located in the Records Management Department.
 - (b) Upon request, an employee or any other person designated in writing by the employee, shall be permitted to examine the entire contents of the file, including all items which are exempt from disclosure by law. A notation shall be made each time the file is examined, indicating the person making the examination.

- (c) Any employee whose personnel file has been inspected by anyone other than a person specifically authorized by Florida law or designated by the Superintendent as provided herein shall, if requested by the employee, be notified of each person who requested and observed the file.
- (4) Derogatory materials.
- (a) Except for material pertaining directly to the work performance or such other matters that may be cause for discipline under Florida law, no material derogatory to an employee's conduct, service, character, or personality shall be placed in any official personnel file of such employee. Material relating to work performance, discipline, suspension, or dismissal must be reduced to writing within forty-five (45) days and may be maintained only if it is signed by a person competent to know the facts or make the judgment and only if the employee has been given the opportunity to read the material following its receipt or formulation. The employee shall be sent a copy of such material by certified mail to the address of record or shall be given an actual copy of the material to be filed. If employees receive said copy, they shall indicate that such material has been received by affixing their signature on the actual copy to be filed with the understanding that such signature merely signifies that the material to be filed has been read and does not necessarily indicate agreement with its content. However, an incident which has not been reduced to writing within forty-five (45) days of the date it becomes known shall not be added to the file.
 - (b) The employee shall have the right to answer in writing any material placed in the file. The answer shall be attached to the file copy.
 - (c) No anonymous letter or material shall be placed in the employee file nor used in any proceeding or given any credibility anywhere by the Board.
- (5) Individual copies of documents in an employee's file shall, upon request, be provided at no cost to the employee. Additional copies may be provided at a cost not to exceed fifteen (15) cents per copy per page.

TITLE: **Name and Address Changes of Employees**

POLICY:

- (1) Name Change. Employees with a name change shall make proper application for a name change on their social security card. Any principal, supervisor, or member of the instructional staff who changes his/her name shall request a name change on the certificate from the Certification Section of the Department of Education no later than the next renewal date of the certificate. Employees shall use their legal name in dealing with the Board and other professional agencies, but in the event of a change in name, the

new name shall not be used until the name on the social security card is changed and recorded in Employment Services.

- (2) Address Change. Employees shall keep Employment Services informed as to their current address.

SPECIFIC AUTHORITY: Chapter 119; Sections 1001.41; 1001.51; 1012.796;
1012.23; 1012.31, Florida Statutes

ADOPTED: 10/12/93
REVISED: 10/11/16