

Integrated Day Charter School

Governing Board



Policy Series: 4000

Policy Number: 4112.6/4212.6

Personnel

Access to Employee Records

Personnel records for certified teaching staff will be maintained per the requirements of the negotiated collective bargaining agreement and protected as required by law. Otherwise, all personnel records will be maintained as follows:

Personnel Records

Our School will keep a personnel file for each employee of the School. You may review and copy the contents of your personnel file. You should keep your personnel records up to date. Notify the Director of any changes in your address, telephone number, legal name, marital status, insurance beneficiary, dependents, or notification in case of accident.

The resume and other papers you submitted in applying for employment are very important parts of our hiring procedure and become a part of your personnel file. All information submitted on the form and any supporting documents or statements are subject to verification. Any falsification, misrepresentation or omission, or any misleading statements or omissions, may result in termination of employment, regardless of how or when discovered.