

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Personnel Files	Descriptor Term:	Descriptor Code:	Issued:
			G-180	7/95
			Reviewed:	Revised:
	7/17	9/17		

The Director of Schools or his designee(s) is authorized to maintain personnel records and to permit inspection of the same. The following personnel records shall be maintained in the personnel file for all employees as appropriate:

1. Employee applications;¹
2. Professional certificates and other documents required by state and federal laws and regulations;²
3. Evaluations and supporting documentation;
4. Commendations awarded by the Board of Education, Director of Schools, Supervisor or any state or national professional organization.
5. United States Citizenship and Immigration Services Form I-9.³
6. Disciplinary action, as appropriate and any response from the employee.

The following guidelines shall be followed:

1. Information contained in the personnel file shall be limited to job-related matters;
2. The Director of Schools shall be responsible for notifying all employees of the types of records kept and uses made of such records;
3. Employees shall be granted an opportunity to respond in writing to material placed in records;
4. Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours;⁴ The individual making the request for records shall present a photo ID before any records are made available.
5. In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.⁵
6. A record of the person inspecting and the date of inspection shall be kept and the employee shall be notified; and
7. Copies of records may be made under rules determined by the Director of Schools.⁶

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Legal References:

1. County Records Manual, Department of Education, CTAS, 1978.
2. T.C.A. § 49-2-301(b)(1)(BB).
3. Immigration Reform and Control Act of 1986.
4. T.C.A. § 49-2-301(f)(28); T.C.A. § 10-7-503—504.
5. 20 U.S.C. 6311 § 1111 (6)(A).
6. T.C.A. § 10-7-506; T.C.A. 49-2-301(f)(29); T.C.A. § 8-5-108.

Approved as to Legal Form
By Knox County Law Director 4/20/2017
/Gary T. Dupler/Deputy Law Director