

Personnel Records

Upon being recommended and approved for employment with Franklin County Schools, a personnel file is established. Employee records (except for medical records, fingerprint/background checks and personal information like personal phone numbers and addresses) are public records. As such, any individual or agency including the news media may request access to a personnel file.

A record is maintained of all persons requesting to view a file and the date of the inspection. Employees may view the contents of his or her personnel file.

The personnel file maintained at the Central Office for each and every employee may contain, but is not limited to, the following:

- Employment application, duly signed and dated
- Resume'
- Letters of recommendation or specific information obtained from the named references and/or past employees
- Recommendation for employment from a principal/supervisor, duly approved by the Director of Schools
- Letter to employee noting the approval of the director or schools to the recommendation for employment
- Job Offer – including specifics (what, where, hours, rate of pay, benefits, etc.)
- Response to job offer
- Official transcript(s) – all colleges/universities attended where applicable and/or high school diploma if applicable
- Request for transfer of available sick leave days (certified employees only for school systems in Tennessee) and ultimate receipt of the requested information
- Highly Qualified certificate for support employees (including proof, thereof)
- Licensure information - for certified employees (including type of license, expiration date, and areas of endorsement)
- Years of experience – required for certified employees new to the school system
- Specific commendations of performance including date
- Letter(s) of reprimand and/or other disciplinary action(s)
- Personal demographics (address, next of kin, etc.) and change thereof (including date of change)
- Signed acknowledgement of Employee Handbook
- Annual evaluation (classified employees only)

- Resignation
- Retirement statement, supporting documentation

A **Medical file** (not public record) is also maintained for each and every employee. This file may contain, but is not necessarily limited to, the following:

- Physical form – required upon initial employment from a medical provider that the new employee is able to perform the duties and responsibilities of the position for which employed
- Doctors' verification that medical care was needed and obtained – required after three consecutive absences of the employee
- Doctor's release to return to work – upon return from medical leave and after being admitted to a hospital
- Hepatitis B vaccine – offer of the vaccine with either a signed decline or dates of the three dosages and titer (when applicable)
- Disability forms
- Sick Leave Bank request (with supporting information)
- Workers compensation forms
- Accommodations requests (and appropriate follow-up)

Confidential files (not public record) of individual employees may also be maintained as needed such as:

- Documentation of investigations
- Complaints, follow-up investigations
- Legal issues (to and from attorney)
- Lawsuit or EEOC investigation
- Results of background checks and drug testing results
- Arrest – follow-up after court action

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- Required form
- Supporting documentation (including social security card and picture identification)