



**5.20.111-AD Personnel Records – Procedures For Use**

(1) **Authorized Personnel.**

- (a) Records of school district employees shall be available for use by, and inspection only of, members of the superintendent's staff, the employees of the Office of Personnel Services, as designated by the Director of Personnel, and the various department heads who shall have access only to the files of their employees or prospective employees. Information so obtained shall be kept confidential and shall be used only for official purposes.
- (b) The Office of Personnel Services shall be responsible for maintaining systematic, complete, and current files for all personnel of the district, as appropriate.
- (c) The legal name only of an employee shall be used while he/she is in the employ of the district. If any employee's name is changed by marriage or legal procedures, he/she shall immediately register such change with the Office of Personnel Services, which shall be responsible for making the necessary changes.

Policy Implemented:

History: Adpt. 6/71; Amd. 11/71; Amd. 5/80