

Williamson County Board of Education

**Adopted Date:**

5/28/90
Rev. 6/18/01;2/20/06;
6/15/09; Editorial 6/5/14

5.114

PERSONNEL RECORDS
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1 I. Records Requirement Upon Employment

2 Various documents are required to be submitted in order to complete an employment file. Any employee who
3 fails to submit the required document(s) within the specified time may be terminated, held off duty or
4 otherwise appropriately counseled or disciplined. These documents include:

- 5
6 **Within 3 working days:**
7 1) Documents, as defined by the Department of Homeland Security, needed to complete the I-9 form
8 and establish identity and employment eligibility;
9 2) A receipt verifying completion of fingerprinting by a TBI selected vendor, except that the school
10 administration may require said receipt prior to the first working day.

- 11
12 **By the first pay period:**
13 1) Direct Deposit slip from Bank;
14 2) Tennessee Consolidated Retirement form and W-4 form.

- 15
16 **Within 30 days:**
17 1) Copy of teacher's license;
18 2) Licenses required for position;
19 3) Transcripts, if required for position.

20
21 Certificated Personnel entering the service of Williamson County Schools are required to file
22 affidavits of all public schools teaching experience (outside of Williamson County) up to the year they
23 began employment with the Williamson County Board of Education. It is the responsibility of the
24 employee to file this documentation with Williamson County Schools and with the Tennessee
25 Department of Education. Experience credit will be given only if proper documentation is filed by
26 November 1. Experience credit must be approved by the State as teaching experience in order for
27 the experience to be credited for salary for Williamson County.

28
29 Employees who fail to complete the Sick bank enrollment form and Insurance forms within 30 days may not
30 enroll until the next established open enrollment period.

31
32 Applications and related documents shall be maintained for at least 3 years after an applicant applies for a
33 position.

34
35 College transcripts, and previous employment verification provided within 30 days of employment are used as
36 means for establishing salary for classified employees. Failure to provide this information may result in
37 placement in a lower hiring step.

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39 An official transcript of all college credits must be placed on file for all new Certificated Personnel entering the
40 system.

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42 II. Personnel File

43 Complete personnel records will be maintained for all employees. The Superintendent of Schools or his/her
44 designee(s) shall be authorized to maintain personnel files for all employees and to permit the inspection of
45 the same.

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47 Anonymous material and medical information will not be placed in the employee's personnel file.

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1 Personnel records will be open for inspection during business hours. An appointment shall be made in
2 advance to inspect employee records. The name of the person inspecting a record and the date of
3 inspection must be recorded. Fees for copies provided under this policy will be set annually by the
4 Superintendent of Schools. When records are maintained at multiple sites, the public shall be informed of the
5 various locations when the request to review documents is made.

6
7 Certificated Personnel records shall contain the following information:

- 8
9 A. Employment data records including:
10 1. full name,
11 2. birthdate,
12 3. all educational information with addresses,
13 4. military service, if applicable,
14 5. employment application,
15 6. no less than two recommendations including addresses, one of which is from the previous
16 Principal, if applicable,
17 7. chronological record of previous teaching and non-teaching positions with dates and
18 addresses,
19 B. Academic records and official transcripts or equivalent,
20 C. Copies of any professional license required for the position held and superintendent's copy of
21 teacher's license, if applicable,
22 D. Retirement system election forms,
23 E. Evaluation forms and/or records, including plans of improvements,
24 F. Substantiated complaints which are filed and processed in accord with the WCEA contract or
25 Board policy 5.501,
26 G. Commendations,
27 H. Sick Bank election forms,
28 I. WCS Letters to the employee regarding transfers, renewal, tenure, and other personnel actions,
29 J. Disciplinary actions including reprimands, demotions, suspensions, dismissals, and the
30 employees' responses to these actions.

31
32 Classified employee records will contain the same general information insofar as it pertains to their position.

33
34 Documents contained in an employee's personnel file shall not be removed except by a valid court order or
35 as otherwise may be required.

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41 Legal Reference:
42 RRMS 0520-1-3-.08(4)(c)3
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