

FAIRFIELD AREA SCHOOL DISTRICT

PERSONNEL RECORDS

3140

- 3140.1 A file of the records of all personnel shall be maintained in the office of the Superintendent. The information in such files shall be kept current by annual updating.
- 3140.2 Employees shall be required to furnish or aid in the acquisition of information needed to establish and maintain personnel records. Such records shall contain the following minimum data:
- 3140.2a Teaching certificate or copy
 - 3140.2b Retirement records
 - 3140.2c Income withholding information
 - 3140.2d Hospital insurance information
 - 3140.2e Application for position
 - 3140.2f Records of appraisal
 - 3140.2g Employment Eligibility Verificaiton
 - 3140.2h Criminal History
 - 3140.2i Workmen's Compensation

Adopted December 4, 1995