

<p style="text-align: center;"><b>CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY</b></p>	<p style="text-align: center;"><b><u>PERSONNEL</u> Personnel Records</b></p>	<p style="text-align: center;"><b>765</b></p>
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An official personnel file shall be maintained for each employee of the Caswell County Board of Public Education. Such files shall be located in the Personnel office for the School System and shall contain all official data forms, certification, academic records, health certificates, documentation on vacation, sick leave, and/or other absences, and all materials normally expected to be found in such files.

Access to an employee's personnel record may be given without the consent of the employee to the following persons: the Superintendent, the immediate superior, a Director or Coordinator in areas in which the employee works, a member of the Board if access relates to specific duties or responsibilities as a Board member, and employees of the Personnel Department.

No other access will be granted without written consent from the employee to release the personnel record or any part of it. The written release must specify the information to be released and to whom. Each request for access will be handled separately, and no blanket permission will be granted.

Each employee may have access to his own personnel record at all reasonable times during regular office hours under procedures established by the Superintendent. Pre-employment references are confidential and will not be made available to the employee. The employee has the right to make objection to any information contained in his personnel record. All such written objections must be signed and dated. The Superintendent or his designee will grant or deny access to personnel records on the basis of these regulations.