

## **Personnel Files, Report of Accidents and Required Teacher Records (C-8)**

Any employee may view his/her personnel file. All of the personnel file may be viewed with the exception of credentials or other materials that have been classified as confidential by an authority outside the district. (However, a court by subpoena may review a personnel file in its entirety.) Personnel files may be seen during the regular hours which the district office is normally open. Requests for viewing one's personnel file shall be handled directly by the assistant to the superintendent or his/her secretary.

In the event an employee is injured while performing services for the district, he/she shall promptly contact the district office and inform him/her of the injury and all circumstances surrounding the injury. The initial contact shall be made regardless of how minor the injury might appear. If in the judgment of the individual injured it is necessary to see a physician, the fact that a physician's services were sought and the date of seeking them shall be reported immediately to the district office. An accident reported to Workmen's Compensation Insurance shall be prepared by the district office for each injury and an accident report to the Department of Industry, Labor and Human Relations shall be prepared for any injury after which the employee was unable to work for three consecutive workdays or it was anticipated that the employee would be unable to work for three consecutive workdays.

Before or upon entering employment or within ten days after entering into a contract, each teacher shall submit to the district office a copy of credentials from a placement agency, copies of official transcripts of college credits earned to date and a valid teaching certificate for the position for which the teacher was employed.

Adopted:        June 29, 1994