

Tapestry Public Charter School Policy Manual

Personnel Files and Data

Adopted: 6/16/2014

Revised: NA

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

Sections: **I. PERSONNEL FILE**
 II. MAINTAINING AND UPDATING PERSONNEL DATA

1. PERSONNEL FILE

Tapestry Public Charter School shall maintain a confidential personnel file for each employee. The personnel file will contain evaluation documents as well as any other employment-related documents or correspondence. All documents placed in the personnel file will have been signed by all concerned parties. The personnel file will be maintained by the office of the Principal.

2. MAINTAINING AND UPDATING PERSONNEL DATA

Personal data on all employees, including current address, contact phone numbers, relevant medical information, emergency contact numbers, and next of kin will be included in the employee's Personnel File and will be maintained by the Office of the Principal. It will be the responsibility of the employee to promptly provide updated personal information to the Principal if any of the employee's information changes.