

**EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:  
CREDENTIALS AND RECORDS  
DBA (REGULATION)**

GUIDELINES FOR ACCESS

The District will maintain a personnel file for each employee, and the following guidelines will apply.

An employee or his and her designated representative may inspect the employee's file in accordance with the provisions of DBA(LEGAL).

Requests for access to, or information from, personnel files will be directed to the Superintendent or designee. Confidentiality considerations pertaining to sensitive information must be observed by the Board and by all supervisors with authorized access to such records. Personnel records may be accessed by:

1. Administrative personnel designated by the Superintendent.
2. Personnel officers.
3. The principal or immediate supervisor.
4. The Board.

EMPLOYEE REQUESTS FOR COPIES

The custodian of records will make a copy of requested documents in an employee's personnel file available within a reasonable time after an employee or designee submits a request, in accordance with District guidelines.

A copy of a personnel file or record will not be mailed unless the employee has made such a request in writing. The request for a copy to be mailed must be approved by the Superintendent, who has the authority to waive the requirement for an in-person request in the event of a hardship or urgent necessity on the part of the employee.

#### PUBLIC ACCESS

Within 14 days after employment with the District begins or ends, each employee and former employee should complete a form indicating his or her choices regarding public release of personal information that may be requested under the Public Information Act.

#### RECORDS UPDATE

Each employee will be responsible for keeping personal information accurate and up-to-date and must notify the Human Resource Services of any change of address or credentials.

#### CREDITABLE YEARS OF SERVICE

Within 45 days after beginning employment with the District, each new employee will be responsible for submitting official documentation of any creditable years of service for purposes of the District determining the appropriate level of compensation.

#### SUBSEQUENT ACADEMIC WORK

If an employee earns additional college credit hours after a transcript is on file, an official record of the new work must be submitted. A grade report is not acceptable. Each employee will be responsible for providing an official record of additional education. When an official record is received by Human Resource and Payroll Departments additional pay will begin, no retroactive services will be paid.

#### PERSONNEL RECORDS

Personnel records will be organized as individual employee files, aggregated employee files, and payroll files, as detailed below.

#### INDIVIDUAL EMPLOYEE FILES

The following information may be included in individual personnel files:

1. Applications
2. Credentials
3. Service records
4. Transcripts
5. Contracts

6. Records of assignment
7. Performance appraisal records
8. Personnel action memoranda and forms
9. Documentation of continuing education or staff development
10. Leaves and absences reports
11. Personal identification and emergency contact information
12. Separation forms
13. Letters of reasonable assurance
14. UIL professional acknowledgement forms
15. Copies of identification documents

Medical information, alcohol and drug test information, and criminal history record information will be maintained in separate, confidential files.

#### AGGREGATED EMPLOYEE FILES

The following personnel records may be maintained in centralized files:

1. Criminal history record information
2. Form I-9
3. Post-offer employment physicals for bus drivers
4. Alcohol and drug screening test results for bus drivers
5. Waivers to obtain alcohol and drug screening tests from previous employers for bus drivers

6. Benefit enrollment forms
7. References

## PAYROLL FILES

The following information may be maintained in payroll files:

1. Withholding forms
2. Copies of Social Security cards
3. Time sheets for nonexempt employees
4. Leave administration information

## BUS DRIVER CREDENTIALS

Current alcohol and drug screening test results, as well as such test results from previous employers, will be required. Driving records are also required.

The District will use the "School Bus Driver's Penalty Point System," published by the Texas Department of Public Safety to determine eligibility for employment as a bus driver. Any person who has accumulated 10 or more penalty points will not be considered for employment in a job or position requiring that the person drive a motor vehicle used to transport students or District property.

An employee who accumulates 10 penalty points will be ineligible to drive school vehicles and will be dismissed.

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**Note:** Contact the Department of Public Safety for the appropriate form to use to check a person's driving record or driver's license validity.

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