

## **PERSONNEL FILES**

The administrator of each school shall maintain a personnel file for each full-time and part-time employee.

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A locked or safely guarded personnel file should be kept for school employees.

Each employee's personnel folder should contain:

1. An official transcript of all college credits showing both major and minors included in the employee's qualification for baccalaureate degree and a transcript or certificate of post-graduate hours and courses.
2. Records of professional and religious development courses, subjects, clinics, workshops and graduate studies.
3. The original or a copy of the State of Illinois teaching license or a waiver signed by the Superintendent of Schools.
4. Application forms, documentation of reference checks and three letters of recommendation (secured prior to hiring).
5. Copy of the benefit summary (ies) and previous employment agreements with the school and/or parish.
6. Copy of the current job description if this differs from the job description contained in the faculty/staff handbook.
7. Evaluation summary reports.
8. Notations of any professional conference or formal discussion concerning job performance that is held between the faculty/staff member and the administrator. These notations should include conference dates, subjects discussed and the signature of the administrator and faculty/staff member.

9. A record of employee attendance.

10. Documentation and forms concerning termination.

All of this material shall be retained during the time of employment. When a teacher/staff member leaves a school, all original documents are permanently kept in the personnel file under "discontinued personnel."

The contents of an employee's personnel file are kept in strict confidence. Only the Office of Catholic Schools, the administrator, the pastor, and the employee may have access to the file (authorized members of the Illinois State Board of Education may also examine personnel files as part of the administrative review for the state recognition process). The file should be open to the employee, except for reference letters to which the employee has waived the right of access. The material shall be available for viewing or copying at the request of the employee. An employee does not have the right to have the contents of the file removed or changed, but an employee is free to add comments or explanations to whatever is in the file.

A separate file for each employee shall be maintained which contains their criminal history background check, CANTS results, and drug screenings.