

**PERSONNEL FILES
SUPPORT EMPLOYEES**

At the time of initial employment, each support employee shall file with the district prior to the first day of employment a complete employment history and a complete record of education.

For the benefit and use of the school district and employee, the district will maintain a complete, up-to-date personnel file in the superintendent's office. The file record shall include the following information:

- 1.** Correct name, address, telephone number, and date of employment;
- 2.** Data on education, including all institutes completed;
- 3.** Add data requested concerning health and/or medical examinations;
- 4.** Record of assignments;
- 5.** Evaluations of performance.

Every employee shall be allowed to inspect his or her personnel file at any reasonable time in the presence of a staff member of the superintendent's office.

References regarding an employee received prior to employment with the district shall not be made available to the employee for inspection.

REFERENCE: 51 O. S. 24A.7