

PERSONNEL FILES - TYPES OF INFORMATION

PRE-EMPLOYMENT / NEW EMPLOYEE	
Application	Required Notifications (Child Abuse, Drug Free Workplace, etc.)
Resume	Oath of Allegiance
Non-Confidential Recommendations	
I-9 Eligibility Form	
EMPLOYMENT & PAYROLL	
Withholding Forms	Contracts
Payroll Records	Contract Renewals
Payroll Deductions	Personnel Requests
Beneficiary Designations	Employment History
Employment Verification	Change of Status
Stipend Information	STRS/PERS Information
Work year Calendars	Leave Forms
Change of Address Forms	
INSURANCE INFORMATION	
Benefits Selection Forms	Group Insurance Waiver
Insurance Enrollments	Unemployment Insurance
Disability Insurance Forms	Physician Pre-Designation
CREDENTIALS, LICENCES, CERTIFICATES	
College Pre-letters	CBEST Card
County Credential Memos	Temporary County Certificates
Credentials	Teacher Consent Forms
Tuberculosis Verification	Required Driver Licenses
PROFESSIONAL GROWTH	
Unit Approval Forms	Units Information
Transcripts	Grade Cards
PERFORMANCE INFORMATION	
Evaluations	Disciplinary Letters/Reprimands
Derogatory Information	Rebuttals from Employees
CORRESPONDENCE	
Letters of Commendation	Miscellaneous Correspondence

SEPARATE CONFIDENTIAL FILES

Medical information and Worker's Compensation claims are maintained in separate confidential files in the Personnel Department.