

	<b>ABERDEEN SCHOOL DISTRICT</b>	<b>NEPN Code: GBJ</b>
	<b>POLICIES AND REGULATIONS</b>	

## **PERSONNEL**

### **PERSONNEL RECORDS AND FILES**

#### **THE DIRECTORY**

Annually a directory of all School District employees is compiled and distributed to the entire staff free of charge.

The directory contains two main sections. The first section is a listing of schools, buildings or departments with all employees at that site and their assignment noted. The second section is an alphabetical listing of all employees' names. Employees will be given the option of including or not including their home addresses and phone numbers in this section.

Copies of the staff directory (first section only) may be distributed by the Director of Human Resources to colleges or other agencies if there is a work-related reason to receive one.

It shall not be the practice of the School District to provide lists of faculty to any agency for commercial purposes unless specifically authorized by the Superintendent of Schools or the School Board.

**POLICY REFERENCES:** JLDAA

**FORMERLY:** Policy # 5145

**ADOPTED:** No date given

**REVISED:** June 12, 2000

**REVISED:** November 12, 2007

**REVIEWED:** *November 12, 2012*