

# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

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Subject: **PERSONNEL FILES**

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## **PURPOSE**

The purpose of this procedure is to provide information on full-time and part-time employee files.

## **PROCEDURE**

As per [School Board Policy 4590](#):

A personnel information system shall be prepared for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee. Sufficient records shall exist to ensure an employee's qualification for the job held, compliance with Federal, State, and local benefit programs, conformance with District policies, and evidence of completed evaluations. The records will be kept in compliance with the laws of the State of Florida.

"Personnel file" shall mean all records, information, data, or materials maintained by the District, in any form or retrieval system, with respect to any of its support staff, which are uniquely applicable to that employee, whether maintained in one (1) or more locations.

Only information relating to the professional role of the employee and submitted by authorized school administrative personnel and the Board may be entered in the official record file. A copy of each entry shall be given to the employee upon request.

The employee shall have access to his/her file upon request.

If an employee is transferred to another school, the personnel file should be sent to the receiving school. Specific information on Personnel File Procedures is provided to each work site location and may be found in the school office.

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**G3**

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The food service manager/satellite assistant should keep files for all current part-time employees. Items which may be included in the employee's personnel file are:

- A. Phone number and address
- B. Employee number and date of hire
- C. Emergency contact information

All additional and/or confidential employee information should be kept on file in the front office.

*For Action By: Principals, Food Service Managers, Satellite Assistants*

*Refer Questions to: Department of Food and Nutrition*

*Revised: August 1995(2<sup>nd</sup>), July 2019, July 2022  
Reviewed: July 2024*