



SAGE Academy

Policy # 404 – Records –Personnel Records

Personnel Files:

Member personnel files may include the following working documents: job application, job description, resume, records of participation in training events, salary history, records of disciplinary action and working documents related to Member performance reviews, coaching, mentoring, college transcripts and license.

Personnel files are the property of EdVisions Cooperative and access to the information is restricted. Management personnel of EdVisions Cooperative and SAGE Academy who have a legitimate reason to review the file are allowed to do so.

Members who wish to review their own file should contact a Leadership Team member. With reasonable advance notice, the member may review his/her personnel file in the school's office and in the presence of a Leadership Team member.

Personnel Data Changes:

It is the responsibility of each member to promptly notify the Leadership Team and EdVisions payroll services of any changes in personnel data such as:

- Mailing Address
- Telephone Numbers
- Name and number of dependents
- Individuals to be contacted in the event of an emergency.

A member's personnel data should be accurate and current at all times.