

FOOD AND NUTRITION PROCEDURES

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Miami-Dade County Public Schools

Subject: PERSONNEL FILES

For Action By: PRINCIPALS, FOOD SERVICE MANAGERS

Refer Questions to: FOOD SERVICE ADMINISTRATORS
DEPARTMENT OF FOOD AND NUTRITION

Each work site is to maintain a consolidated personnel file for all active full-time employees per School Board Rule. The food service manager should keep files for all current part-time employees pending further directions from the Bureau of Personnel Management. 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

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