

PERSONNEL FOLDERS

The Human Resources Department maintains a folder on each employee of the Dutchess County BOCES. It is imperative that this folder be kept up-to-date. All changes in marital status, address, phone number, exemptions, and additional course work should be reported to the Human Resources Department *in writing* as soon as possible. ***It is the employee's responsibility to notify the retirement system of any address change.*** An individual's personnel folder is maintained by the BOCES with the utmost confidentiality. An individual may review the contents of his/her folder by calling the Human Resources Administrator and request, under the Freedom of Information Act, to review the contents of his/her folder, and to have copies of items in the folder made. However, an individual's personnel file may not leave the BOCES Human Resources Department.

All employees must furnish the BOCES a copy of any appropriate document necessary for employment or salary credits. Transcripts should be original and bear the seal of the registrar. The BOCES will make copies of **original** diplomas.