

## 4690 Personnel Directory

The Human Resources Department will annually prepare a directory of all school district employees. A hard copy personnel directory will be distributed prior to the fourth week of school to essential personnel. Each directory will contain the following: name, home phone number, school phone number or employment phone number, employment location and job title.

This personnel directory will be made available to all regular employees via [the district website Employee Access](#). Copies will not be made available to the public.

### ADOPTION DATE:

October 28, 1986; Revised August 27, 1991; Renumbered May 22, 1995 (formerly 4090); Reviewed January 8, 2008; Revised January 12, 2010; Reviewed September 22, 2015; **Minor Revision February 27, 2024**

### LEGAL REFERENCE(S):

### CROSS REFERENCE(S):

### ADMINISTRATIVE REGULATION: