

## Information for Employees

Board Policy: P-10  
Adopted: January 18, 1993  
**Revised: Date Pending**

### I. General Policy Statement

The Board believes that it is important for employees to have access to information regarding the policies, procedures and general operation of the school system.

### II. Regulations

- A. The ~~principal of each~~ school **system** shall establish and maintain a means of making pertinent information available to employees.
- B. The items of information that shall be maintained and made available to employees shall include **but are not limited to** the following:
  - 1. Board of Education Policies
  - ~~2. Sick Leave and Substitute Teacher Regulations~~
  - 2. **Employee Benefits Manual**
  - 3. **Salaries Schedules**
  - 4.3. **The HCS school's most current teacher Staff Handbook**
  - 5.4. Public School Laws
  - 6.5. ~~The school's teacher~~ **HCS Staff Roster**