

## **REOP Definition**

REOP employees, for the purpose of this procedure, shall be defined as those having the administrators confidence; entrusted with information that carries many more implications than those expressed in the common denotation of office workers. It implies in addition, a relationship between the administrator and the confidential employee of trust shown chiefly in the handling of information of a confidential nature and the discretionary power to decide confidential information as it comes in by mail, phone or otherwise.

Only REOP employees should be entrusted with:

1. Personnel files;
2. Evaluations;
3. Negotiations;
4. Grievances;
5. Public and employee problems;
6. Hire/Fire information;
7. Employment applications and credentials;
8. Student records;
9. Food service records;
10. Receiving, receipting and depositing of district and/or school funds, petty cash, etc.;
11. Distribution of school mail.