

SALEM SCHOOL SYSTEM
Salem, Connecticut

PERSONNEL – CERTIFIED / NON-CERTIFIED

PERSONNEL RECORDS

Personnel records shall be maintained securely and confidentially in the central office for all current employees and shall include information customarily kept in personnel files. A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration.

There will be only one personnel file for each employee, and Administrators shall not maintain employee files separate from the official employee file kept in the central office.

The Superintendent, on behalf of the Board, shall notify an employee and a collective bargaining representative, if any, in writing when a request is made for disclosure of the employee's personnel, medical or similar files, if the Superintendent reasonably believes disclosure would invade the employee's privacy.

All personnel files will be considered confidential and will not be available to persons other than the employees and those authorized by the Superintendent of Schools.

Records maintained or kept on file by the State Department of Education or the Board which are records of a teacher's personal misconduct shall be deemed to be public records, and subject to disclosure under the Freedom of Information Act. Disclosure of such records of a teacher's personal misconduct shall not require the consent of the teacher.

Personnel evaluations of certified employees, except the Superintendent, are not public records subject to disclosure – unless the employee consents in writing to the release of such records.

All written materials in the personnel file shall be made available for inspection by the employee involved in the presence of the Superintendent of Schools or his designee. Upon request, an employee will be provided a copy of any materials in said employees' personnel file.

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents/guardians upon request for any teacher or paraprofessional who is employed at a school receiving Title I funds and who provides instruction to their child at that school.

Files containing medical information regarding an employee will be kept separate from other personnel files.

Legal Reference:

Connecticut General Statutes: 1-213 Agency administration. Disclosure of personnel, birth and tax records. 1-214 Objection to disclosure of personnel or medical files. 1-206 Denial of access to public records or meetings. 10-151a Access of teacher to supervisory records and reports in personnel file. 10-151c Records of teacher performance and evaluation not public records (as amended by PA 02-138 and PA 13-122). 1-215 Record of arrest as public record. PL 107-110, No Child Left Behind Act, Sec. 1119. The Americans with Disabilities Act.

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