

PERSONNEL – CERTIFIED/NON-CERTIFIED

Personnel Records

Personnel records shall be kept on all current employees and shall include information usually expected in good personnel administration. The personnel file will be housed in the Board of Education office and the Superintendent has overall responsibility for maintaining and preserving the confidentiality of employee files.

A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration and as specified by state and federal laws.

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. The records will be disclosed unless written objection is received from the teacher or employee's collective bargaining representative, within seven business days from the receipt by employee or collective bargaining representative.

Records of a teacher's performance and evaluation shall not be released without the written consent of the teacher.

Records maintained or kept on file by 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.

All written materials shall be made available for inspection by the employee and a collective bargaining representative, if any, involved at an off-duty time in the presence of a central office administrator. Upon request, a professional employee will be provided one free copy of supervisory records and reports maintained in said employee's personnel file as a guide to evaluation of performance.

Legal References: Connecticut General Statutes
 1-210(a) access to public records. Exempt records.
 1-213 Agency administration. Disclosure of personnel, birth and tax records.
 1-214 Objection to disclosure of personnel or medical files
 1-215 Record of arrest as public record
 1-206 Denial of access to public records or meetings
 10-151a Access of teacher to supervisory records and reports in personnel file. (as amended by PA 02-138)
 10-151c Records of teacher performance and evaluation not public records. (as amended by PA 02-138)

Approved: 05/14/14