

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.

A file shall be kept for all resigned or retired employees including such essential information as shall seem appropriate to the administration.

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

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

The Superintendent, on behalf of the Board, shall notify an employee 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 written materials shall be made available for inspection by the employee involved at an off-duty time in the presence of an administrator. Upon request, a professional employee will be provided a copy of supervisory records and reports maintained in said employee's personnel file as a guide to evaluation of performance.

Legal Reference:

Connecticut General Statutes 1-19b Agency administration. Disclosure of personnel and tax records

10-151a Access of teacher to supervisory records and reports in personnel file

10-151c Records of teacher performance and evaluation not public records

Public Act 97-285 An Act Concerning Personnel Records of Public Employees

Policy Adopted: January 8, 1992

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