

Personnel

Personnel Records

Personnel records shall be kept for all current employees.

A file shall be kept for all resigned or retired employees.

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 believed 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 four business days from the receipt by employee or collective bargaining representative. If the employee's collective bargaining representative files a written objection regarding disclosure of the records, the employee may subsequently approve the disclosure of the records requested by submitting a written notice to the public agency.

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

All written materials shall be made available for inspection by the employee and a collective bargaining representative, if any, involved t 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 personal file as a guide to evaluation of performance.

Legal Reference: Connecticut General Statutes
 1-19b Agency administration. Disclosure of personnel and tax records
 1-20a Objection to disclosure of personnel medical files
 10-151a Access of teacher to supervisory records and reports in personnel
 file
 10-151c Records of teacher performance and evaluation not public records

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