

File: GBJ

PERSONNEL RECORDS

Information about staff members is required for the daily operation of the school system, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will maintain and control all employee records under the following guidelines:

1. A personnel file for each current and former employee will be accurately maintained in the central district office. The file will contain the application for employment and any records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.
2. The Superintendent will be the official custodian for of personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the requirements of the law.
3. Personnel records are considered confidential under the law and will not be open for public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.
4. Each employee will have the right, upon written request, to review the contents of his/her own personnel file under supervision.
5. An employee may make a written objection to any information contained in his/her file. Any written objection must be signed by the employee and will become part of his/her personnel file. No evaluative comment will be placed in an employee file unless it is signed by the person making the comment and the employee is so informed and afforded the opportunity to include his/her written response in the file.
6. Lists of employee's names with home addresses will be released to governmental agencies as required for official reports and for the district staff directory. Any employee may request that his/her personal or contact information be withheld from the district directory.

Legal Refs.: 20 USC 1232g, Family Educational Rights and Privacy Act (FERPA)
34 CFR 99, FERPA Regulations
M.G.L. 4:7, Statutes: Definitions of Statutory Terms
M.G.L. 71:42C, Records of Teachers; Inspection

Contract Ref.: Collective Bargaining Agreements

Cross Ref.: KDB, Public's Right to Know

Revised: March 20, 2013