

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified/Non-Certified

4112.6

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. Files also shall be maintained for past employees, including years of employment, salaries and such other basic and essential information as shall be deemed appropriate by the administration as specified by state and federal laws.

The Superintendent and/or Human Resources Director, 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 is required by law to release the information or he/she reasonably believes disclosure would invade the employee's privacy.

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

All written materials shall be made available for inspection by the employee at an off-duty time in the presence of an administrator.

To the extent and as required by State and Federal law, the District shall release information upon request to the parents/guardian regarding the professional qualifications and degrees of teachers and the qualifications of who provide instruction to their child at that school.

Files containing medical information regarding an employee shall be kept separate from other personnel files and may not be disclosed unless required by law.

Copying fees shall be charged in accordance with State and Federal Law.

Legal Reference: Connecticut General Statutes
 1-206 Denial of access to public records or meetings.
 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
 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)
 The Americans with Disabilities Act
 Section 1112(c)(6) The Every Student Succeeds Act (ESSA)
 Section 1112(e)(1)(B) The Every Student Succeeds Act (ESSA)

Policy Adopted: January 8, 2019