

## PERSONNEL RECORDS

Information about staff is required for the daily administration of the school district, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting Board of Education, state and federal educational reporting requirements. To these ends, the Board authorizes ~~and directs~~ the Superintendent of Schools ~~or designee~~ to develop and implement a comprehensive and efficient system of personnel records maintenance and control under the guidelines which follow.

1. A personnel file will be accurately maintained in the office of the Director of ~~Personnel Human Resources~~ for each employee of the district. These files will contain applications for employment; references; and records relative to compensation, payroll deductions, evaluations and such other matters as may be considered pertinent to the purposes of this policy as cited above.
2. The Superintendent will be the records manager for personnel files and will have the overall responsibility for maintaining and preserving the confidentiality of the files. The Superintendent may, however, designate another official to perform the duties of records management on the understanding that this official is to be held responsible for granting or denying access to records on the basis of these guidelines.
3. Except for information required to be disclosed under the Freedom of Information Law, all personnel records will be considered confidential and not open to public inspection, and access to files will be limited to school and governmental officials authorized by the Superintendent to use the files for purposes of this policy as cited above. No other persons or agencies may have access to information in a staff member's file except when the staff member has given written consent for the release of specific information to a specific person or agency, or when such information is subpoenaed or ordered for release by a court of law.
4. The District shall not, unless otherwise required by law, publicly post or display an employee's Social Security number, print a Social Security number on any identification badge or card, including any time card, place a Social Security number in files with unrestricted access, or communicate an employee's personally identifying information to the general public. For the purposes of this policy, "personal identifying information" shall include Social Security number, home address or telephone number, personal electronic mail (e-mail) address, Internet identification name or password, parent's surname prior to marriage, or driver's license number.
5. Lists of district employees' names, titles, home addresses and district and home telephone numbers will be ~~published in an annual~~ ~~maintained in a~~ staff directory. If a staff member so chooses, their data, other than their name will not be included. A copy of this directory will be ~~distributed~~ ~~available~~ only to staff members.
6. A present or former staff member may have access to his/her own personnel file at all reasonable times (i.e., during regular school hours) but with the exception that access will not be granted to references provided to the district on a confidential basis prior to employment. The right of access includes the right to make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the staff member's file. In cases when file information is ~~proved to be in error, correction will be made.~~ ~~determined by the Superintendent or designee to be in error, appropriate correction will be made.~~

7. No complaint, commendation, suggestion, or evaluation may be placed in the evaluation section of a file unless it meets the following requirements:
- a. the comment is signed by the person making the complaint, commendation, suggestion or evaluation; and
  - b. the Superintendent or employee's Principal or other supervisor has notified the employee that the comment is available in the district office for inspection prior to its placement in the evaluation section.

The employee may offer a denial or explanation of the complaint, commendation, suggestion or evaluation, and any such denial or explanation will become a part of the evaluation section.

~~At a meeting of the Human Resources Committee of the Board, the committee may determine that specific employee records are to be reviewed. The committee shall specify the time and location that the review by the Board is to take place.~~

In accordance with applicable law, the Board of Education may elect to review specific employee records for a specific purpose at a time and location determined by the Board.

Cross-ref: 1120, School District Records  
2110.1, School Board Access to Personnel Records

Ref: Education Law 3020-a  
8 NYCRR Part 84  
NY Labor Law §203-d

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