

Policy 4504

Personnel - Certified

Personnel Records

Maintenance of Personnel Files

Personnel records shall be kept on all current employees resigned or retired employees, including such essential information as determined appropriate by the administration or as may be required by state and federal laws.

Files containing medical information regarding an employee will be kept separate from other personnel files.

Disclosure of Personnel Files

The Superintendent or designee 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 or designee reasonably believes the requested disclosure would invade the employee's privacy under applicable legal standards, the employee will be given an opportunity to object to the disclosure.

Personnel records will be disclosed unless they are exempt from disclosure by federal or state law, or unless written objection to the disclosure of private information is received from the employee, or employee's collective bargaining representative, within seven business days from the receipt of notice of the request for disclosure by the employee or collective bargaining representative.

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers to parents/guardians upon request for any teacher who is employed by a school receiving Title I funds and who provides instruction to their child at that school. Upon notification of such a request by an administrator, a teacher shall complete the Form #1 titled Teacher Qualifications.

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

Records maintained or kept on file by the Board that are records of a teacher's personal misconduct shall be deemed to be public records, and subject to disclosure under the Freedom of Information Act. Disclosure of such records of a teacher's personal misconduct shall not require the consent of the teacher.

Employee Right to Access Personnel Files

Upon the request of an employee, all written materials shall be made available for inspection by the employee at an off-duty time in the presence of an administrator. A collective bargaining representative may be present for this inspection at the employee's request.

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Personnel Records (continued)

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

1-206 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

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

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

PL 107-110, No Child Left Behind Act, Sec. 1119.

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WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut