

## **Personnel -- Certified/Non-Certified**

### **Personnel Records**

Personnel records shall be kept on all current and past employees as specified by State and Federal law.

The Superintendent, on behalf of the Board, shall notify an employee when a request is made for disclosure of the employee's personnel or medical files.

Records of a teacher's performance and evaluation shall not be released without the written consent of the teacher. Such records are not public records subject to FOI.

Records maintained or kept on file by the State Department of Education or 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. ("Teacher" includes all certified employees below the rank of Superintendent.)

All materials contained in the personnel file shall be made available for inspection by the employee. Upon request, the employee will be provided a copy of supervisory records and reports maintained in the employee's personnel file.

The District will take deliberate steps to ensure the confidentiality of personally identifiable information.

Legal Reference: Connecticut General Statutes

[1-19b](#) Agency administration. Disclosure of personnel, birth and tax records.

[1-20a](#) Objection to disclosure of personnel or medical files.

[1-21i\(b\)](#) Denial of access to public records or meetings.

[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 13-122)

Policy adopted: November 14, 2005

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STAFFORD PUBLIC SCHOOLS

Stafford Springs, Connecticut