

Personnel Records

Personnel records shall be kept and maintained securely and confidentially in the Central Office for all current and former District employees and shall include information usually expected in good personnel administration and as specified by state and federal laws.

There shall be only one (1) personnel file for each current and former employee, and the school administration shall not maintain employee files separate from the official employee file in the Central Office.

Personnel records will be disclosed in accordance with the Freedom of Information Act.

No material originating after initial employment, which concerns the District employee’s performance, shall be placed in a personnel file unless the employee has been notified and has had an opportunity to review the material. The employee may submit a written notation regarding any such material, and the same shall be attached to the file copy of the material in question. The employee shall sign all such material to be placed in his/her file, with the understanding that such signature indicates his/her awareness of the material but not in any instance shall said signature be interpreted to mean agreement with the content of the material.

Any substantial complaint made against a District employee or person for whom the Superintendent or his/her designee is administratively responsible by any parent, student or other person shall promptly be called to the employee’s attention. In no case shall any anonymous and/or unsubstantiated complaint be placed in any employee’s file.

The employee’s personnel records shall be made available for inspection by the employee at the employee’s off-duty time in the presence of an administrator or his/her designee. Upon request, the employee will be provided a copy of any document contained in said employee’s personnel file.

Each employee is expected to immediately notify the Superintendent or his/her designee when an employee has any changes to his/her personnel information.

- Legal Reference: Connecticut General Statutes § 1-213
- Connecticut General Statutes § 1-214
- Connecticut General Statutes § 1-206
- Connecticut General Statutes § 10-151a
- Connecticut General Statutes § 10-151c

- Policy adopted: September 9, 1991
- Policy revised: October 11, 2000
- Policy revised: March 11, 2015
- Policy revised: May 11, 2016