

## Barre Town Supervisory District Policy Manual

### **TITLE: Personnel Files    CODE: GBJ**

#### Policy

It is the policy of the Barre Town School district to develop and maintain complete and secure personnel files that accurately reflect the experience and service to each staff member employed by the District.

#### Administrative Responsibilities

1. General Information: The Superintendent will maintain a personnel file for each employee of the District and, unless otherwise provided by master contract, its contents will be confidential and will be released only as required by law or after written waiver by the employee. Information which could be detrimental to an employee's job security will not become a part of an employee's file until the employee has examined same and been given an opportunity to append a response.

A. Employment Related Information shall include:

1. Application
2. Offer Letter/Letters of Intent
3. Resume and cover letter
4. Reference verification and letter of reference
5. Performance Reviews
6. Disciplinary documentation
7. Acknowledgements and receipts of employment related information
8. Licenses and certifications

B. Payroll Related Information shall include:

1. Timesheets/payroll records/payroll details
2. Notices of garnishment
3. Most current W-4
4. Salary adjustment authorizations

C. Medical and Benefits Related Information shall include:

1. Components:
  - Enrollment forms
  - Medical evaluations
  - Medical/Doctors "excuses" for absences from work
  - Designated Beneficiary form
  - Insurance Company determinations

D. I-9 Form (Authorization to Work in the United States) Information shall include:

1. I-9
2. Copies of documents: List A or List B and C

2. Criminal Record Check Information: At the time of employment, a copy of the Superintendent's request for a criminal records check by the Vermont Criminal Information Center and a copy of the Center's response will be placed in each employee's personnel file. Criminal history logs, processed release forms

and criminal record information will be maintained for the retention period specified in the District's user agreement with the Vermont Criminal Information Center.

3. After the specified retention period, the record information and logs will be maintained or destroyed as follows:

- If the person who is the subject of the background check authorizes maintenance of the information and the information is a notice of no criminal record, the information will be securely maintained by the School District indefinitely;
- If the person who is the subject of the background check authorizes maintenance, and the information is a criminal record or notice of the existence of a criminal record, the information will be sent by the Superintendent to the Commissioner of Education for secure maintenance in the central records repository;
- If the person who is the subject of the background check does not authorize maintenance of the information, the Superintendent shall destroy the information in accordance with the user agreement.

#### Employee's Rights and Responsibilities

1. An employee may examine his or her own personnel file by appointment with an appropriate administrator. Materials obtained prior to the employment of the individual, including confidential placement papers may not be available to employees.

Date Adopted:

Date Revised:

1st Reading: 10/20/04

2nd Reading/Effective: 11/17/04

**TITLE: Confidential Information and Disclosure of Information    CODE: GBJA**

#### Health Insurance Portability and Accountability Act Compliance

The Barre Town School District shall comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) with regard to any employee benefit or group health plan provided by the district that is subject to the requirements of the Act. The superintendent or his or her designee shall develop and implement procedures necessary to ensure continuing compliance with the requirements of HIPAA.

#### Information Regarding Personnel

1. No employee of the school system is empowered to release the personal information of personnel unless required by law or regulation. In such case, the information must be approved by the Superintendent and person involved prior to its release.
2. Inquiries made regarding an employee of the school system in which information is required must be made in writing, approved, and a copy of the request placed in that person's files.

Initial Adoption: 11/7/83

Date Revised: 8/6/06

Legal Reference(s):

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Cross References: