

PERSONNEL RECORDS

Orderly administration of the school district and compliance with state and federal law require the compilation of information about all employees of the district. The Board of Education recognizes that there is a distinction between those personnel records that are clearly a matter of public concern, and those which must be considered privileged until such time as they are opened to the public by the commissioner of education or the courts.

The Superintendent shall consult with the Board attorney regarding which personnel records are mandated to be kept by law, and those to be kept for administrative purposes. The Superintendent and the Board attorney shall be responsible for limiting administrative records to those that are consistent with New Jersey and federal law.

In accordance with federal law, the Superintendent shall establish procedures to release information upon request regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents/guardians for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their children.

The Superintendent shall establish the necessary regulations for maintaining both public and confidential employee records.

Personnel File

The confidential file, which shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. shall consist of an individual personnel folder for each current employee.

- A. The information in this file shall include all records mandated by state and federal law including:
1. Evaluation of performance;
  2. Written performance reports and supporting data for tenured staff, including but not limited to written observation reports and additional components of the summative evaluation rating or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed (N.J.A.C. 6A:10-2.4,g);
  3. Record of attendance;

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4. Original application filed by the employee;
  5. Original salary and increments;
  6. Date of tenure;
  7. Notations of commendation and disciplinary actions consistent with law.
- B. The personnel file is available for examination:
1. At any time, by the Superintendent or the supervisory personnel he/she designates;
  2. During regular business hours, by the employee or his/her personally authorized representative, in accordance with regulations;
  3. During regular business hours, or at any meeting of the Board or any committee thereof, by any member of the Board when necessary to make an informed decision regarding any assigned Board responsibility or duty.
- C. Employee health records shall be maintained separately from other personnel files and in strict confidentiality. Only the employee, the medical inspector and the Superintendent shall have access to an employee's medical file. To assure ready access in a medical emergency, the section of the medical record that contains the health history may also be shared with the building principal and the school nurse with the consent of the employee.
- D. Staff emergency contact cards for all employees shall be maintained by the Superintendent and updated annually.

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Possible

<u>Cross References:</u>	3570	District records and reports
	4211	Recruitment, selection and hiring
	4212.4	Employee health
	4215	Supervision
	4216	Evaluation
	4219.23	Employee substance abuse
	5141.4	Child abuse and neglect

Key Words

Records, Personnel Records, Employee Records

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*Rationale: The bulleted list was restructured and content was added related to the record requirements of AchieveNJ.*