

## GBJ PERSONNEL RECORDS

The Superintendent shall maintain a personnel file and a payroll file for each staff member. All files shall be updated periodically and kept current.

All staff members shall, at the request of the Superintendent, furnish or assist in the acquisition of documentation to complete or revise the following:

1. Teaching Certificate (or duplicate thereof).
2. Completed Application and Credentials.
3. Official Undergraduate and Graduate Transcripts.
4. Pre-employment Health Records.
5. Records of Salary Deductions.
6. Income Withholding Information.
7. Hospital Insurance Information.
8. Attendance and Sick Leave Information.
9. Supervisory Reports and/or Written Appraisals.
10. Any Documents relating specifically to the staff member.
11. Performance Reviews.
12. Other pertinent records.

All personnel records shall be maintained in accordance with the provisions of the Collective Bargaining Agreements between the School Committee and the employee groups in the School.

**LEGAL REFS:** M.G.L.c. 4:7; 71:42C  
M.G.L.c. 149:52C  
Family Educational Rights and Privacy Act, Sc. 438, P.L. 90-247,  
Title IV as amended, 88 Stat. 571-574 (20 U.S.C. 1232G)

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**