

SUBJECT: EMPLOYEE PERSONNEL RECORDS AND RELEASE OF INFORMATION

Personnel Records

The District will maintain a personnel file for each individual employed by the District. Employees may review or inspect their personnel files in accordance with District procedure or practice.

Release of Personnel Information

The District will take all reasonable steps to protect the privacy of District employees, except as permitted or required by law:

- a) In accordance with a subpoena or court order, or other applicable law.
- b) When members of the Board of Education need information from the employee's personnel record to aid them in performing their legal responsibilities in such matters as appointments, assignments, promotions, demotions, remuneration, discipline, dismissal or to aid in the development and implementation of personnel policies.
- c) When the employee grants permission.

Release of Information Concerning Former Employees

The District generally will not release information concerning the employment records, personnel file or past performance of a former employee, unless that information is required to be disclosed by law or legitimate business reason. Only limited information, such as the initial and final dates of employment and the position held, shall be provided in a response to a written request. The former employee may authorize the release of any additional information.

8 New York Code of Rules and Regulations (NYCRR), Part 84
Public Officers Law Section 87

Adopted: 7/10/2001

Revised: 4/23/2019

Reviewed by Superintendent & Assistant Superintendent for Human Resources on 5/11/2023 with no recommended changes; reviewed & approved by BOE on 6/27/2023