

SUBJECT: EMPLOYEE PERSONNEL RECORDS AND RELEASE OF INFORMATION

Personnel Records

The Board of Education directs the Superintendent to maintain a personnel file for each teacher, administrator and support staff member employed by the District.

The records shall include the following:

- a) Appointment;
- b) Results of physical examination;
- c) Attendance;
- d) Leaves;
- e) Correspondence;
- f) Evaluation;
- g) Commendations;
- h) Disciplinary action;
- i) Registration;
- j) All other documents that pertain to the employment status of the individual in accordance with New York State Law;
- k) Certifications, transcripts, copies of degrees.

Regulations and procedures will be developed addressing the inspection by District employees of their personnel files.

Release of Personnel Information

All steps should be taken to protect the privacy of the employees of the Board of Education. To ensure the individual's privacy, directory or confidential information should not be shared with a third party except in the following situations:

(Continued)

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(Cont'd.)**

- a) 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.
- b) When the employee grants permission.

Procedures for obtaining consent for release of records to third parties shall be developed by the administration.

Release of Information Concerning Former Employees

No information concerning the employment records, personnel file or past performance of a former employee of the District shall be released by District personnel in any form to anyone except under the following circumstances:

- a) Such information is required to be disclosed by law, or regulation.
- b) The request for such information is placed in writing by the person requesting same which writing shall state the reasons for such request; and the former employee has signed a written authorization for the release of the information requested, which written authorization shall state that the former employee releases the District from any liability and responsibility to the former employee for the release of the requested information.

Notwithstanding the above, the District personnel may disclose the initial and final dates of employment and the position held.

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