



P 4112.6
Personnel

PERSONNEL RECORDS

Personnel records shall be kept for all current employees.

A file shall be kept for all resigned or retired employees.

The Superintendent, on behalf of the Board, shall notify an employee and a collective bargaining representative, if any, in writing when a request is made for disclosure of the employee's personnel, medical or similar files, if the Superintendent reasonably believed disclosure would invade the employee's privacy.

The records will be disclosed unless written objection is received from the teacher, or employee's collective bargaining representative, within four business days from the receipt by employee or collective bargaining representative. If the employee's collective bargaining representative files a written objection regarding disclosure of the records, the employee may subsequently approve the disclosure of the records requested by submitting a written notice to the public agency.

Records of a teacher's performance and evaluation shall not be released without the written consent of the teacher.

All written materials shall be made available for inspection by the employee and their union representative upon request by the employee. Upon request, a professional employee will be provided a copy of supervisory records and reports maintained in said employee's personal file. All requests to view or receive a copy shall be made in writing to Human Resources.

Legal Reference:

- Connecticut General Statutes
- 1-19b Agency administration. Disclosure of personnel and tax records
- 1-20a Objection to disclosure of personnel medical files
- 10-151a Access of teacher to supervisory records and reports in personnel file
- 10-151c Records of teacher performance and evaluation not public records

ADOPTED: July 9, 1990

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