

## Personnel

### Personnel Records

Personnel records shall be maintained securely and confidentially in the Human Resources Office for all current employees and shall include information customarily kept in personnel files. Files also shall be maintained for past employees, including years of employment, salaries, and such other basic and essential information as the Head of School shall require.

Administrative practice will be such that teachers will be notified when material is included in their personnel file. Teachers will then have the right to inspect their individual files and to request copies of documents included in the files. The standard rate for each copy shall be determined by regulation of the Freedom of Information Act of the State of Connecticut. Teachers will have the right to include reaction to evaluations and discipline included in individual personnel files. A teacher's signature shall not necessarily indicate agreement with material within the evaluations but shall demonstrate that they reviewed the document/contents.

Each employee of the Board of Trustees shall be entitled to knowledge of and access to their personnel file.

All requests for access to personnel files, except from an employee to see his/her own, shall be referred to the Head of School, who shall determine whether disclosure of such records would legally constitute invasion of employee privacy. The Head of School 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 file.

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. The Head of School shall not disclose requested information once a written objection is received from the teacher or employee's collective bargaining representative unless directed to do so by the Freedom of Information Commission. 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 Head of School.

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

In accordance with federal law, The Academy shall release information regarding the professional qualifications and degrees of teachers and paraprofessionals to parents/guardians upon request

Policy Adopted: August 25, 1992  
Policy Updated: November 18, 2014

The Woodstock Academy  
Woodstock, CT