

**Personnel – Certified/Non-Certified**

**Personnel Records**

Personnel records on all current employees shall be kept in the Human Resources Office.

A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration.

All personnel files will be considered confidential and will not be available to persons other than the employee and those authorized by the Superintendent.

All written materials filed (except for third party reports or recommendations) shall be made available for inspection by the employee involved at an off-duty time in the presence of an administrator. Employees shall be notified of any evaluations, additions, or changes in their personnel file. Upon request, an employee will be provided a copy of supervisory records and reports of competencies, personal character and efficiency maintained in said employee's personnel file as a guide to evaluation of performance.

Legal Reference: Connecticut General Statutes:

- 1-19b Agency administration. Disclosure of personnel and tax records. Judicial records and proceedings
- 10-151a Access of teacher to supervisory records and reports in personnel file

Adopted: December 21, 1987

Reviewed: June 6, 2017