



PERSONNEL RECORDS

Orderly administration of the school and compliance with state and federal law require the compilation of information about all employees of the school. The Board of Trustees recognizes that there is a distinction between those personnel records that are clearly a matter of public concern, and those that must be considered privileged until such time as they are opened to the public by the commissioner of education or the courts.

The Executive Director shall consult with the board attorney regarding which personnel records are mandated to be kept by law, and those to be kept for administrative purposes. The Executive Director and the board attorney shall be responsible for limiting administrative records to those that are consistent with New Jersey and federal law.

In accordance with federal law, the Executive Director shall establish procedures to release information upon request regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents/guardians for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their children.

The Executive Director shall establish the necessary regulations for maintaining both public and confidential employee records.

A. The public file shall consist of an alphabetic index of all those presently employed by the school in whatever capacity. The information in this file shall be limited to name, title, position, salary, payroll record, length of service, and, if applicable, date of separation and rehire. The Executive Director shall devise procedures for making this file available to the public in accordance with the Open Public Records Act.

B. The confidential file shall consist of an individual personnel folder for each current employee. The information in this file shall include all records mandated by state and federal law; evaluation of performance; record of attendance; original application filed by the employee; original salary and increments; date of tenure; notations of commendation and disciplinary actions consistent with law. This file is available for examination:

1. At any time, by the Executive Director or the supervisory personnel he/she designates;
2. During regular business hours, by the employee or his/her personally authorized representative, in accordance with regulations;
3. During regular business hours, or at any meeting of the board or any committee thereof, by any member of the board when necessary to make an informed decision regarding any assigned board responsibility or duty.

C. Employee health records shall be maintained separately from other personnel files and in strict confidentiality. Only the employee, the school nurse, and the Executive Director shall have access to an employee's medical file. To assure ready access in a medical emergency, the section of the medical record that contains the health history may also be shared with the building principal with the consent of the employee.

D. Staff emergency contact cards for all employees shall be maintained by the Executive Director and updated annually.

Board Approval Date: 12/15/2009

