

# POLICY

2017

6420

Personnel

## **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 Board also directs the Superintendent to maintain regulations and procedures governing 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. Confidential information should not be shared with a third party except in the following situations:

- 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 making decisions in such employee personnel matters as appointments, assignments, promotions, demotions, remuneration, discipline, dismissal or to aid in the development and implementation of personnel policies; or such other uses as are necessary to enable the board to carry out legal responsibilities. This shall be conducted only at executive sessions of the board.
- b) When the employee grants permission.
- c) When the third party needs to contact a particular staff member in case of an emergency during non-school hours.

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

### **Release of Information Concerning Former Employees**

The District shall not release information concerning the employment records, personnel file or past performance of a former employee, unless such information is required to be disclosed by law. Only the initial and final dates of employment and the position held shall be provided through a written response to a written request. The former employee may authorize the release of any additional information.

Commissioner's Regulations Section 84  
Public Officers Law Section 87

Adopted: 1990  
Revised: 1/9/17