

# Foster School District

## Policy # 4102

### Establishment, Maintenance and Review of Personnel Records

#### PURPOSE

To establish guidelines and procedures for the maintenance and review of personnel records which are to be established in behalf of all employees of the District.

#### PHILOSOPHY:

The School Committee endorses the philosophy that all personnel file information should be maintained in accordance with established personnel practices and applicable State and Federal laws and that such files should be properly safeguarded and protected from inappropriate review or use. Further, that access to the data maintained therein be conducted in a logical and systematic fashion.

#### POLICY STATEMENT:

The Superintendent shall cause to be kept a permanent record of the date of employment and discharge or separation of all persons employed to perform services for the District. Inclusive within such records shall be other such information relative to the employees service, including, but not limited to the recording of their respective positions, promotions, wages paid, leaves of absence, vacation, compensatory time, and anything else deemed significant to their continuing employment.

#### GENERAL

All personnel files shall be maintained in a secure area and locked and sealed when unattended.

#### ADMINISTRATIVE ACCESS TO FILES:

The only individuals who are authorized access to these files are the Superintendent, designated members of the Foster School District staff and members of the Administrative staff, and then only those who have supervisory responsibilities over the employee whose file review is requested.

Administration will be allowed access to these files strictly on a need-to-know basis.

Every employee is permitted to gain access to records maintained by the School District which contain data maintained by the District in regards to that employee. An employee

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requesting to access his/her personnel file shall be expected to comply with the following procedures:

1. Upon request, and by appointment arranged in advance, an employee shall be allowed to examine his/her file (exclusive of confidential Placement Office Material and job references) as stipulated in Department of Labor regulations, in the presence of the Superintendent or Principal or their authorized representative. Each file examination must be dated and signed by the staff member.
2. Upon receipt of a written request, the employee shall be furnished a single reproduction of any material in his/her file, excluding confidential Placement Office Material and job references obtained in the process of evaluating the employee for hiring purposes.
3. No material, excluding references and information obtained in the process of evaluating the candidate for employment, which is derogatory to their conduct, service, or character, or personality shall be placed in the files unless the staff member has had an opportunity to read the material. The employee shall acknowledge that he/she has read such material by signing the actual copy to be filed, with the understanding that such signature merely signifies that he/she has read the material.

### EXTERNAL REQUESTS FOR PERSONNEL FILE INFORMATION

Any external source (i.e. a person or agency outside the District) that requests information from an employee's personnel file must first receive clearance from the employee before any data is released.

The only exception to this policy is verification of employment request for active employees and positive response to legitimate credit source inquiries.

Adopted: 28 April 1998