

Regulation

PERSONNEL RECORDS

Orderly administration of the school district and compliance with state and federal law requires that information be compiled for all district employees. The board of education acknowledges the distinction between those personnel records which are in the public domain, and those which are confidential. The board of education directs the superintendent to establish and maintain two separate personnel records as follows:

A. Public File

The public file shall consist of an index of all personnel employed by Mainland Regional Board of Education. The file information shall be limited to the name of each employee, the title and position of each employee, the salary, payroll record, dates of employment, and if applicable, date of separation.

The superintendent shall devise procedures to make the information contained in the public file available to the public in accordance with the right to know laws.

B. Confidential File

The confidential file shall consist of an individual folder for each employee. The information in this folder shall include:

1. All records mandated by state and federal law;
2. Performance evaluation;
3. Attendance record;
4. Original employment application;
5. Salary history to include original salary and increments;
6. Tenure date;
7. Notations of commendation and disciplinary actions consistent with the provisions of the law;

Access to the Confidential File

The confidential file is available for examination:

- A. By the superintendent, or by the administrative/supervisory personnel the superintendent so designates;
- B. During regular business hours by the employee, or his/her personally authorized representative, when desiring access to said employee's individual folder;
- C. During regular business hours, or during any board meeting, or during any board committee meeting, or other mutually agreed upon time, by any Board Member(s) when connected with any legitimate board responsibility or duty as allowed by law.
- D. The superintendent shall ensure appropriate access to the confidential file and safeguard against unauthorized access.

Adopted:	February 22, 1994
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