

Personnel -- CertifiedPersonnel Records

Personnel records shall be kept on all current employees and shall include information usually expected in good personnel administration.

A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration and for such a period as may be required by law.

The Superintendent shall notify an employee and the collective bargaining representative, if any, in writing, when a request is made for disclosure of the employee's personnel, medical or similar files, if the Superintendent reasonably believes disclosure would legally constitute an invasion of privacy.

The records will be disclosed unless written objection is received from the employee or employee's collective bargaining representative, within four business days from the receipt by employee or collective bargaining representative of the notice provided by the Superintendent.

Records of a teacher's performance and evaluation shall not be released without the written consent of the teacher.

All written materials shall be made available for inspection by the employee concerned and a collective bargaining representative, if any, at an off-duty time in the presence of an administrator. Upon request, a certified employee will be provided a copy of supervisory records and reports of competence, personal character and efficiency maintained in such employee's personal file with reference to evaluation of performance.

Legal Reference: Connecticut General Statutes

1-19b Agency administration. Disclosure of personnel, birth and tax records

1-20a Public employment contracts as public record

1-21i(b) Denial of access to public records or meetings

10-151a Access of teacher to supervisory records and reports in personnel file

10-151c Records of teacher performance and evaluation not public records

Policy adopted: July 16, 1990

WESTON PUBLIC SCHOOLS
Weston, Connecticut

Personnel-Certified/Non-Certified

Personnel Records

Personnel records shall be kept on all current employees and shall include information usually expected in good personnel administration.

A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration, as specified by state and federal laws.

The Superintendent, on behalf of the Board, shall notify an employee and a collective bargaining representative, if any, in writing when a request is made for disclosure of the employee's personnel, medical or similar files, if the Superintendent reasonably believes disclosure would invade the employee's privacy.

The records shall be disclosed unless written objection is received from the teacher or employee's collective bargaining representative within seven business days from the receipt by the employee or collective bargaining representative.

Records of a teacher's performance and evaluation shall not be released without the written consent of the teacher.

Records maintained or kept on file by the Board, which are records of a teacher's personal misconduct shall be deemed to be public records, and subject to disclosure under the Freedom of Information Act. Disclosure of such records of a teacher's personal misconduct shall not require the consent of the teacher.

All written materials shall be made available for inspection by the employee and a collective bargaining representative, if any, at an off-duty time in the presence of an administrator. Upon request, a professional employee will be provided a copy of supervisory records and reports maintained in said employee's personal file as a guide to evaluation of performance.

Legal Reference: Connecticut General Statutes

1-210(a) access to public records. Exempt records.

1-213 Agency administration. Disclosure of personnel, birth and tax records.

1-214 Objection to disclosure of personal or medical files.

4112.6 (a)
4212.6

Personnel-Certified/Non-Certified

Personnel Records

1-215 Records of arrest as public record.

1-206 Denial of access to public records or meetings.

10-151a Access of teacher to supervisory records. (as amended by
PA 02-138)

10-151c Records of teacher performance and evaluation not
public records. (as amended by PA 02-138)

Policy adopted: July 16, 1990
revised: November 25, 2002

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