Personnel Records

Category: Recommended

The Superintendent is authorized and directed to develop and implement a comprehensive, confidential and efficient system of personnel records that is in full compliance with all state and federal requirements.

The District will not disclose any teacher personally identifiable data or information to any person outside of the District, except as may be required by law. Such data or information may be shared to District employees, as necessary.

Legal Reference:
>*RSA 91-A:5, Access to Public Records*
>*RSA 189:65, VII-a, Student and Teacher Information Protection and Privacy*
>*RSA 189:67, Limits on Disclosure of Information*
>Appendix GBJ-R

Adopted by the Jackson School Board – February 3, 2022

PERSONNEL RECORDS

1. A personnel folder for each employee, certificated and non-certificated, shall be accurately maintained in the SAU 9 office and permanently stored in an acceptable form.

2. In addition to the application for employment and references, such folders shall contain records and information relative to compensation, payroll deductions, evaluations and other such information as may be considered pertinent.

3. All personnel records of individual employees of the board shall be considered confidential. They shall not be open for public inspection. The Superintendent and his designees shall take the necessary steps to safeguard against unauthorized use of all confidential material.

1. 4. Each employee shall have the right, upon request and within a reasonable period of time, to review the contents of his own personnel file, with the exception of references and recommendations provided to the District on a confidential basis by universities, colleges or persons not connected with the District. Employees will schedule a time to review their file at the SAU9 office in the presence of either a JGS administrator or an SAU9 employee. Any hard copy requests will be provided at a reasonable per page charge set by the SAU office.

5. A list of employees, their addresses and their salaries shall be tendered to any citizen upon request in accordance with RSA 91-A.

See Policy GBJ