

PERSONNEL RECORDS

Information about staff members is required for the daily administration of the school system, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees and for meeting the Committee's educational reporting requirements. To meet these needs, the superintendent shall implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel folder for each present and former employee shall be accurately maintained in the central administrative office. In addition to the application for employment and references, the folder shall contain records and information relative to compensation, payroll deductions, evaluations, and other pertinent information.
2. The superintendent shall be the official custodian for personnel files and shall have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.
3. Personnel records are considered confidential under the law and shall not be open to public inspection. Access to personnel files shall be limited to persons authorized by the superintendent to use the files for the reasons cited above.
4. Each employee shall have the right, upon written request, to review the contents of his/her own personnel file.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and shall become part of the employee's personnel file. Further, no negative comment shall be placed in a staff member's file unless it is

signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include his/her written response in the file.

6. Lists of school system employees' names and home addresses shall be released as required by law for a nominal fee.

LEGAL REFS.: Family Educational Rights and Privacy Act, Sec. 438, P. L. 90-247, Title IV, as amended 88 Stat. 571-574 [20 U.S.C.1232g] and regulations

M.G.L. 4:7; 71:42C

CONTRACT REF.: Agreement with AEA, 'Personnel File'

Agawam Public Schools