

Policy

Education

Glen Ridge Board of

8320 PERSONNEL RECORDS

Orderly administration of the school district and compliance with state and federal law require the compilation of information about all employees of the district. The Board of Education recognizes that there is a distinction between those personnel records which are clearly a matter of public concern, and those which must be considered privileged until such time as they are opened to the public by the commissioner of education or the courts.

The Superintendent shall consult with the Board attorney regarding which personnel records are mandated to be kept by law, and those to be kept for administrative purposes. The Superintendent and the Board attorney shall be responsible for limiting administrative records to those which are consistent with New Jersey and federal law.

The Superintendent shall establish the necessary regulations for maintaining both public and confidential employee records.

1. The public file shall consist of an alphabetic index of all those presently employed by the district in whatever capacity. The information in this file shall be limited to name, title, position, salary, payroll record, length of service, and, if applicable, date of separation and rehire. The Superintendent shall devise procedures for making this file available to the public in accordance with the Public Right to Know Laws.

2. The confidential file shall consist of an individual personnel folder for each current employee. The information in this file shall include all records mandated by state and federal law; evaluation of performance; record of attendance; original application filed by the employee; original salary and increments; date of tenure; notations of commendation and disciplinary actions consistent with law. This file is available for examination:

- a. At any time, by the Superintendent or the supervisory personnel he/she designates;
- b. During regular business hours, by the employee or his/her personally authorized representative, in accordance with regulations; and
- c. During regular business hours, or at any meeting of the Board or any committee thereof, by any member of the Board when necessary to make an informed decision regarding any assigned Board responsibility or duty.

3. Employee health records shall be maintained in strict confidentiality by the Superintendent or designee.

4. Staff emergency contact cards for all employees shall be maintained by the Superintendent or Designee and updated annually.

Non-Certificated Staff Personnel Records

Orderly administration of the school district and compliance with state and federal law require the compilation of information about all employees of the district. The Board of Education recognized that there is a distinction between those personnel records which are clearly a matter of public concern, and those which must be considered privileged until such time as they are opened to the public by the commissioner of education or the courts.

The Superintendent shall consult with the Board attorney regarding which personnel records are mandated to be kept by law, and those to be kept for administrative purposes. The Superintendent and the board attorney shall be responsible for limiting administrative records to those which are consistent with New Jersey and federal law.

The Superintendent shall establish the necessary regulations for maintaining both public and confidential employee records.

1. The public file shall consist of an alphabetic index of those presently employed by the district in whatever capacity. The information in this file shall be limited to name, title, position, salary, payroll records, length of service, and, if applicable, date of separation and rehire. The Superintendent shall devise procedure for making this file available to the public in accordance with the Public Right to Know Laws.

2. The confidential file shall consist of an individual personnel folder for each current employee. The information in this file shall include all records mandated by state and federal law; evaluation of performance, records of attendance, original application filed by the employee; original salary and increments; date of tenure; notations of commendation and disciplinary actions consistent with law. This file is available for examination:

a. At any time, by the Superintendent or the supervisory personnel he/she designates;

b. During regular business hours, by the employee or his/her personally authorized representative in accordance with regulations; and

c. During regular business hours, or at any meeting of the Board or any committee thereof, by any member of the Board when necessary to make an informed decision regarding any assigned Board responsibility or duty.

3. Employee health records shall be maintained in strict confidentiality by the Chief Medical Inspector.

4. Staff emergency contact cards for all employees shall be maintained by the Superintendent and updated annually.

Adopted: 25 November 2002