

Personnel – Certified/Non-Certified

Personnel Records

Personnel records shall be kept on all current employees and shall include information usually expected in good human resource 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 Executive Director, on behalf of CREC, 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 Executive Director reasonably believes disclosure would invade the employee's privacy.

The records will be disclosed unless written objection is received from the teacher or employee's collective bargaining representative, within seven business days from the receipt by 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 CREC, which are records of a teachers 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, involved 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.

In accordance with federal law, CREC shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents/guardians upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.

Files containing medical information regarding an employee will be kept separate from other personnel files.

Personnel -- Certified/Non-Certified

Personnel Records

Legal Reference: Connecticut General Statutes

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

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

1-214 Objection to disclosure of personnel or medical files

1-215 Record of arrest as public record

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

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

PL 107-110, No Child Left Behind Act, Sec. 1119.

The Americans with Disabilities Act

Policy adopted: September 17, 2003

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

Request to Use Personnel Records

Written request for information contained in personnel records is required. Official records are maintained in the Central Office for all current employees. Anyone seeking information from these records must complete this form. All individuals whose records have been requested will receive a copy of this form and have the right to deny access to their records if they feel their state and/or constitutional rights are being violated.

Date: _____

Name, address and phone number of individual requesting records:

Name of person whose file you request information from:

What aspect of the file do you wish to review?

Individual whose records you wish to review will receive a copy of this request. See Board Policy #4212.1 for time lines to be used in reviewing employee records and rights of employee.

Superintendent's response to request (to be made within five business days):

If employee approves the review of his/her records, please sign here:

If employee objects to his/her files being disclosed, please sign here (understanding the following):

Under the penalty of false statement to the best of my knowledge, information and belief, there is good grounds to support the objection and that the objection is not intended to delay the process.