

PERSONNEL RECORDS AND FILES

MSAD #56 shall maintain records of current and former employees in the Office of the Superintendent in accordance with state and federal laws and regulations.

Directory Information

As required by law, a record of directory information for each employee shall be open to inspection and copying by any person. Directory information shall contain:

1. Name of employee;
2. Date(s) of employment by MSAD #56;
3. Regular and extra-curricular duties, courses, subjects taught, and any other responsibilities since the start of employment by MSAD #56;
4. Post-secondary education institution(s) attended;
5. Major and minor field(s) of study as required by those institutions; and
6. Degrees received and dates degrees were awarded.

Confidential Information

As required by law, all information (except Directory Information) about an employee, applicant for employment, or an employee/applicant's immediate family shall be kept confidential if it relates to the following:

1. All information, working papers, and examinations used in the evaluation or selection of applicants for employment;
2. Medical information of any kind, including information pertaining to diagnosis or treatment of mental or emotional disorders;
3. Performance evaluations, personal references and other reports and evaluations reflecting on the quality or adequacy of the employee's work or general character compiled and maintained for employment purposes;
4. Credit information;
5. The personal history, general character or conduct of the employee or any member of the employee's immediate family;
6. Complaints, charges of misconduct, replies thereto and memoranda and other materials pertaining to disciplinary action;
7. Social Security number;
8. Any teacher action plan and support system documents and reports maintained for certification purposes; and
9. Criminal history record information.

Personnel Files

Personnel files will contain a cumulative history of the staff member's employment, including formal or informal employee work evaluations and reports relating to the employee's character, credit, work habits, compensation and benefits.

Other Confidential Personnel Records

MSAD #56 must maintain the following confidential employee records separate from the personnel files:

1. Medical information of any kind; and
2. Teacher action plan and support system documents and reports maintained for certification purposes.

Disciplinary Action Information

Any written record of a decision involving an employee disciplinary action by the Board of Directors shall not be included within any category of confidential information.

Procedures for Review of Personnel Files

For the purpose of this section, a personnel file shall include, but not be limited to, any formal or informal employee evaluations and reports relating to the employee's character, credit, work habits, compensation and benefits which the Superintendent has in his/her possession.

1. The Superintendent shall, upon written request and within five (5) business days, provide the employee, former employee, or his/her duly authorized representative(s) with an opportunity to review and copy his/her personnel file, if the Superintendent has a personnel file for that employee.
2. Reviews of personnel files shall take place at the location where the personnel files are maintained and during normal office hours.
3. The cost of any copying is to be paid by the person requesting the copy.
4. Access to confidential college placement records and letters of reference will be granted only to the Superintendent/designee.

Access to Personnel Files

Access to personnel files may be given to the following persons without the consent of the employee.

1. The Superintendent or his/her designee, the employee's principal or other supervisor(s).
Personnel files are not accessible to individual Board of Directors members.

Relevant portions of a personnel file may be summarized and/or shared with the Board by the

