

Personnel Records

The Administrative Director shall maintain and develop a comprehensive and efficient system of personnel records using the following guidelines.

1. A personnel folder for each employee, certified and classified, shall be accurately maintained in the NWBOCES administrative office.
2. In addition to the application for employment and references, the folders shall contain evaluations and any other information that may be considered pertinent.
3. All personnel records are considered confidential and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Administrative Director to use the files for legitimate reasons.
4. Each employee shall have the right, upon request, to review the contents of his/her own personnel file.
5. NWBOCES' employees' personal information will not be released to the general public.
6. All contracts with employees are public information and subject to the Public Records Act.
7. The business office shall maintain all records pertaining to the employees' compensation; i.e., W-4s, payroll deductions and rate of compensation.

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NWBOCES shall maintain only one personnel file in the administrative office for each current employee. The personnel file shall include the following sections: #1 Checklists; #2 Employment Information; #3 Evaluations & Performance; #4 Trainings & Policy; #5 Certifications; #6 Other Personnel Documents; #7 Medical; #8 Certified Staff Contracts.

The personnel file shall include formal written complaints as well as written commendations of the employee. To the extent the employee is placed on a plan of improvement or otherwise given written suggestions for corrections and improvements, these shall also be included within the personnel file.

No complaint, commendation, suggestion, or evaluation may be placed in an employee's personnel file unless it meets the following requirements:

- a. The comment is signed by the person making the complaint, or if a verbal complaint coming to the attention of the Administrative Director, a record is made by the Administrative Director and it is discussed with the employee.
- b. Commendations, suggestions or evaluations are signed by the person making them.
- c. The employee's supervisor has notified the employee by letter or in person that the document is available in the office for inspection prior to its placement in the employee's personnel file.

Employees may offer a denial or explanation of any complaint, commendation, suggestions, or evaluation, and any such denial or explanation shall become a part of the employee's personnel file.

The personnel file may also include certifications, health certificates, standard test scores, academic records, pre-employment references, and application forms.

Access to a personnel file may be given to the following persons without the consent of the employee:

- a. The Administrative Director, the employee's supervisor, and a Board member if it relates to his or her duties or responsibilities as a Board member.

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No other person may have access to an employee's personnel file except under the following circumstances:

i. When the employee gives written consent to the release of his or her records. The written consent must specify the records to be released and to whom they are to be released. Each request for consent must be handled separately; blanket permission for release of information shall not be accepted.

ii. When subpoenaed or under court order:

Employee's Access to His or Her Personnel File - An employee may have access to his or her own personnel file at reasonable times, i.e., not to interfere with services to students. The right to access includes the right to make written objections to any information contained in this file. Any written objection must be signed by the staff member and it shall become part of the personnel file.

Records Management - The Administrative Director shall be the records manager for personnel files and shall have the overall responsibility for maintaining and preserving the confidentiality of personnel files. The Administrative Director may, however, designate another official to perform the duties of the records manager. The records manager is responsible for granting or denying access to records on the basis of these regulations.

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