

PERSONNEL RECORDS

P4112

Information about staff members is required for the daily administration of the school department. The Superintendent will develop and maintain a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel file for each present and former employee will be accurately maintained in the Superintendent's office. The folders will contain the application for employment and references, records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.
2. The Superintendent will be the official custodian for personnel files and will 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 will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.
4. Each employee will have the right to review the contents of his/her own personnel file in accordance with the appropriate negotiated contract.
5. Lists of school employees' names and home addresses will be released only as required by law.

Massachusetts General Law References:

M.G.L. 4:7 – Public Records; Definitions

M.G.L. 66:10 – Inspection of Public Records

M.G.L. 71:42C – Records of Teacher; Inspection

Other References:

Westford Education Association Unit A (Teachers') Agreement

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Policy Reviewed:

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WESTFORD PUBLIC SCHOOLS

Westford, Massachusetts 01886