

Personnel -- Certified/Non-Certified

Personnel Records

Personnel records shall be kept on all current employees and shall include information usually expected in good personnel 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 Superintendent, on behalf of the Board, 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 Superintendent reasonably believes disclosure would invade the employee's privacy.

The Superintendent shall comply with state and federal law, including the Freedom of Information Act (FOIA), when a request is made for disclosure of an employee's personnel, medical or similar files.

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

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 (as amended by PA 18-93)

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 and PA 13-122)

Perkins v. Freedom of Information Commission, 228 Conn. 158 (1993)

The Americans with Disabilities Act

**NEWTOWN PUBLIC SCHOOLS
Objection to Release of Personnel Records**

The Newtown Public Schools shall provide notice to an employee and the employee's collective bargaining representative, if any, whenever the District receives a request to inspect or copy records contained in an employee's personnel or medical files and similar files, and the Superintendent or designee reasonably believes that the disclosure of such records would legally constitute an invasion of privacy (the "Notice"). The employee or the employee's collective bargaining representative, if any, may object to the release of records that the Superintendent or designee has determined legally constitute an invasion of privacy.

This form shall be used by an employee or employee's collective bargaining representative who is objecting to the release of information that the Superintendent or designee has deemed to be an invasion of privacy. Such records will be disclosed to the requesting party UNLESS this form is received by the District within seven (7) business days from the receipt by the employee or the employee's collective bargaining representative, if any, of the Notice or, if there is no evidence of receipt of written notice, not later than nine (9) business days from the date the Notice is actually mailed, sent, posted or otherwise given.

Date: _____

Name, address and phone number of employee concerned:

Name, address and phone number of employee's collective bargaining representative, if any:

Description of the records that the Superintendent reasonably believes would legally constitute an invasion of privacy and the disclosure of which the employee or representative objects.

Under the penalties of false statement, to the best of my knowledge, information and belief, there are good grounds to support my objection to the release of the records described above and my objection is not intended to delay the process.

Signature of employee or employee's collective bargaining representative

Print name

Date