

Personnel Records

The Administrative Director shall maintain and comprehensive and efficient system of personnel records following guidelines.

1. A personnel folder for each employee, certified or classified, shall be accurately maintained in the administrative office.
2. In addition to the application for employment and references, the folders shall contain evaluation and other information that may be considered pertinent.
3. All personnel records are considered confidential and shall 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 official reasons.
4. Each employee shall have the right, upon request, to inspect 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, subject to the Public Records Act.
7. The business office shall maintain all records relating to the employees' compensation; i.e., W-4s, Social Security deductions and rate of compensation.

Personnel Records

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

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

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

- a. The comment is signed by the person making the comment, 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 in writing or in person that the document is available in the personnel file 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 explanation shall become a part of the employee's personnel file.

The personnel file may also include certifications, hearing 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, or a Board member if it relates to his or her official responsibilities as a Board member.

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No other person may have access to an personnel file except under the circumstances:

i. When the employee gives written consent release of his or her records. The written request must specify the records to be released and they are to be released. Each request must be handled separately; blanket permission 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 the services to students. The right to access shall be subject to the right to make written objections. Any objection to information contained in this file. A written objection must be signed by the staff member and shall become part of the personnel file.

Records Management - The Administrative Director shall be the records manager for personnel files. The Administrative Director 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 records manager. The records manager is responsible for granting or denying access to records on the basis of these regulations.

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Adopted 11-21-02
Revised 3-27-13
Revised 2-22-17
Reviewed 6-30-2021