

RUMSON SCHOOL DISTRICT POLICY 4112.6/4212.6

Rumson, New Jersey

PERSONNEL RECORDS

Orderly administration of the school district and compliance with state and federal law require compilation of information about all employees of the district. The Rumson Board of Education recognizes that there is a distinction between those personnel records which are currently a matter of public concern and those which must be considered privileged until such date as they are opened to the public by the Commissioner of Education or the courts. The superintendent shall establish the necessary regulations for maintaining both public and confidential employee records.

The public file shall consist of: a listing of all those presently employed in the Rumson School District in whatever capacity. The information in this listing shall be limited to name, gross salary, tenure status, school assigned, educational background, and current negotiated agreement covering the individual's employment. The superintendent will devise procedures for making this file available to the public in accordance with the public right to know laws.

The confidential file shall consist of: an individual personnel folder for each current employee. The information in this file shall include all records mandated by state and federal laws: evaluations of performance; record of attendance; original application filed by employee; original salary increments; date of tenure; notations of commendations; disciplinary actions consistent with law; recommendations; teaching certification; college credentials; and correspondence. This file is available (1.) to the superintendent and supervisory personnel the superintendent designates; (2.) to the employee or his/her authorized representative; in accordance with regulations during the regular business hours; and (3.) to the board acting as a body. This file should not be made available to the public except according to law.

All written materials filed shall be available for inspection by the employee and others as provided in applicable law. Confidential records, such as application references, promotional references, etc., shall not be made available to the employee if the employee had waived the right to see the particular record. The administration must have adequate opportunity to make the determination of the employee's right to view the records before allowing the employee to do so.

A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration.

The medical history/annual physical examination reports required by N.J.A.C. 6:29-7.4(e) will be treated with a high degree of confidentiality. This separate file will be maintained in the superintendent's office. Access to this information is limited to only the employee, the superintendent, the school medical inspector and/or certified school nurse.

Date: September 12, 1990

Legal Reference:

N.J.S.A. 47:1A-1, 2
18A:6-11; 6-7; 25-5
1974 SLD III and 1971 SLD 197
N.J.A.C. 6:29-7.4 (1990)

