

**PERSONNEL RECORDS**

The superintendent is authorized and directed to develop and implement a comprehensive and efficient system of personnel records, under the following guidelines:

1. The official personnel file for each employee, certified and noncertified, shall be accurately maintained in the superintendent's office. Employees will be notified before any material is added to their official personnel file.
2. In addition to the application for employment and supporting documents, such files shall contain records and information relative to contracts and agreements, payroll and benefit elections, performance and evaluation materials, professional development documentation, and such other information as may be considered pertinent. Medical information will be kept in a separate file.
3. All personnel records of individual employees shall be considered confidential. They shall not be open for public inspection. The Superintendent and his designees shall take the necessary steps to safeguard against unauthorized use of all confidential material.
4. Each employee shall have the right, upon request and within a reasonable period of time (24 hours) during normal business hours, to review the contents of one's own personnel file, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected with the district.
5. Parents, students or other members of the community who have complaints or concerns regarding an employee shall be instructed to communicate directly with the employee. Thereafter, if the complaint or concern is not resolved, the complainant may pursue the matter through administrative channels. Under no circumstances shall such complaints or concerns be used to evaluate or discipline an employee without the employee being given a timely opportunity to meet and discuss the matter with the complainant and the principal. Unsubstantiated complaints shall not be placed in the employee's file. The employee shall acknowledge the reading of a substantiated complaint by signing the actual copy to be filed. Such signature does not necessarily indicate agreement with the content nor shall the refusal to sign prevent such material from being placed into and remaining in the file.

6. Lists of district employees' names and addresses shall be released only to governmental agencies as required for official reports, or as otherwise permitted by the School Board in accord with the State Board of Education regulations (i.e., directory information). A list of employees and their salaries shall be tendered to any citizens in accordance with RSA 91-A. See also Mans v. Lebanon School Board. 112 NH 160 (1972).

**Statutory Reference:**

*RSA 91:A*

**ADOPTION: May 1991**

**PROPOSED REVISION: September 2013**