

## PERSONNEL RECORDS

Information about staff members is required for the daily administration of the Hull Public Schools, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel folder for each present and former employee will be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders will contain 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 may review their personnel files periodically, upon written request, to review the contents of his/her own personnel file seeking to correct any misunderstandings and adding additional material. Review of personnel files will be by appointment in the confines of the central administrative office. The Superintendent's designee will be present while the employee reviews his/her own personnel file.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file. No material will be placed into a personnel file without it being given to the employee for his/her own inspection and response. All employees will be afforded an opportunity to attach their response to any material that is to be put into his/her personnel file.
6. Written notice to employees, particularly those of a favorable nature, should carry an appropriate notation if they are to become part of the record
7. Lists of Hull Public Schools employees' names and home addresses will be released only to governmental agencies as required for official reports or by the laws.

LEGAL REFS:       Family Educational Rights and Privacy Act, Sec. 438,  
                      P.L. 90-247, Title IV, as amended 88 Stat. 571-574  
                      (20 U.S.C. 1232g) and regulations.

M.G.L. 4:7; 71:42C Teachers' Agreement

CONTRACT REF:   All Contract Agreements

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***Hull Public Schools***