

Lisbon School District

15 Newent Road
Lisbon, CT 06351

4112.6/4212.6

Personnel – Certified / Non-Certified

Personnel Records

Personnel records shall be maintained securely and confidentially in the central office for all current employees and shall include information customarily kept in personnel files. Files also shall be maintained for past employees, including years of employment, salaries and such other basic and essential information as the Superintendent of Schools shall require.

There shall be only one personnel file for each employee, and principals shall not maintain employee files separate from the official employee file in the central office. Files containing medical information regarding an employee will be kept separate from other personnel files.

Requests for access to personnel files, except from an employee to see his or her own file, shall be referred to the Superintendent who shall determine whether disclosure of such records would legally constitute invasion of employee privacy. If the Superintendent believes disclosure is not an invasion of privacy, requested information shall be disclosed, but professional courtesy suggests the employee should be notified of such disclosure.

If the Superintendent determines disclosure would invade employee privacy, the employee/s and collective bargaining representatives if any, shall be notified in writing of the request. If the Superintendent does not receive a written objection, from the employee or bargaining representative, within seven business days from receipt of their notification, or if there is no evidence of receipt not later than nine business days from the date the notice was mailed, sent, posted, or otherwise given, requested records shall be disclosed. However, if an objection is received in a timely manner on the form prescribed, the Superintendent shall not disclose requested information unless directed to do so by the Freedom of Information Commission. Notwithstanding an objection filed by an employee's bargaining representative, the employee may subsequently approve disclosure of records by filing a written notice with the Superintendent.

Employee or bargaining representative objections to disclosure of records shall be made in writing on a form developed by the Superintendent including a signed statement by the employee or bargaining representative, under penalties of false statement, that to the best of respondent's knowledge, information, and belief, there is good grounds to support the objection and that the objection is not interposed for delay.

The records may be disclosed when the Superintendent does not believe such disclosure would legally constitute an invasion of privacy. The records, in such a situation, shall first be disclosed to the requestor, followed within a reasonable time after disclosure, with the sending of a written or electronic copy or brief description of such request to the employee and any applicable collective bargaining representative. Disclosure shall only be considered an invasion of privacy where (1) such records do not pertain to a legitimate matter of public interest and (2) disclosure of such records would be highly offensive to a reasonable person.

Records maintained or kept on file by the State Department of Education or the Board which are records of a teacher's personal misconduct shall be deemed to be public records, and subject to disclosure under the Freedom of Information Act. Disclosure of such records of a teacher's personal misconduct shall not require the consent of the teacher.

Notwithstanding earlier provisions of this policy, personnel evaluations of certified employees, except the Superintendent, are not public records subject to disclosure – unless the employee consents in writing to the release of such records.

In accordance with federal law, (ESSA) the District shall notify parents at the beginning of each school year of their right to request information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school. The District will provide such information on request in a timely manner. The District shall also provide notification to the parent/guardian of a child who has been assigned or has been taught for four or more consecutive weeks by a teacher not meeting applicable state certification at the grade level and subject area in which the teacher has been assigned

Each employee's own file shall be available for his or her inspection at reasonable times, and, upon request, employees will be provided a copy of information contained in his or her file.

Legal Reference: Connecticut General Statutes
 1-213 Agency administration. Disclosure of personnel, birth and tax records.
 1-214 Objection to disclosure of personnel or medical files.
 1-215 Record of arrest as public record.
 1-206 Denial of access to public records or meetings.
 10-151a Access of teacher to supervisory records and reports in personnel
 file.(as amended by PA 02-138)
 Perkins v. Freedom of Information Commission, 228 Conn. 158 (1993)
 10-151c Records of teacher performance and evaluation not public records. (as
 amended by PA 02-138 and PA 13-122)
 The Americans with Disabilities Act
 Section 1112(c)(6) The Every Student Succeeds Act (ESSA)
 Section 1112(e)(1)(B) The Every Student Succeeds Act (ESSA)

Policy adopted: 10/16/89 – Lisbon Board of Education
Policy amended: 06/20/11- Lisbon Board of Education
Policy amended: 3/17/14- Lisbon Board of Education
Legal Reference updated 01/28/20