

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

FILE CODE: GO/4112.6

PERSONNEL
PERSONNEL RECORDS

Personnel Records

The Executive Director shall cause adequate personnel records to be maintained for each Association employee. Such records shall include dates of appointments and promotions, job titles, salaries, disciplinary actions, performance appraisals and other appropriate material. The personnel records of an employee or former employee may be inspected by the employee or former employee upon request and copies may be made at the employee's or former employee's own expense.

Correspondence from physicians, etc., shall be kept in a separate medical file, and shall be available only to the employee, Human Resources (who maintains them), and the Executive Director.

A record of accrued vacation, sick and personal time for eligible employees is maintained on the Association's database.

Personnel files are under restricted access, and aside from the above may be released only to the supervisor to whom the employee reports directly; Human Resources, who maintains them; and the Executive Office. Other supervisory personnel who are considering the employee as a transfer to their area may review the file if approved by the Executive Director.

External Use of Employee Information

Information about current or former employees shall not be released to any individual or organization unless such release is authorized by the employee in writing.

Authority: BD 5/78
 BD 9/94
 BD 10/00
 BD 1/03

Cross Filed: GO/4115