

PERSONNEL RECORDS

The superintendent is authorized and directed to develop and implement a comprehensive, confidential, and efficient system of personnel records. The system shall comply with the federal requirements of the Health Insurance Portability and Accountability Act (HIPAA).

1. A personnel folder for each employee, certificated and no certificated, shall be accurately maintained in the administrative offices and permanently stored in an acceptable form.
2. In addition to the application for employment and references, such folders shall contain records and information relative to compensation, payroll deductions, evaluations and other such information as may be considered pertinent.
3. All personnel records of individual employees of the Board shall be considered confidential. They shall not be open for public inspection. The Superintendent and his designee 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, to review the contents of his own personnel file, with the exception of references and recommendation provided to the District on a confidential basis by universities, colleges, or persons not connected with the District.
5. A list of employees and their salaries shall be tendered to any citizen upon request in accordance with RSA 91-A.

Statutory Reference:

RSA 91:A

RSA 91:A:5, Access to public records

Mrs. Janet Gagnon, Chairperson
Mrs. Priscilla Colbath
Mr. Fred Elliott
Mrs. J. Lisbeth Olimpio
Mrs. Judith Nason

Adopted by the Board: 4 April 2001
Reaffirmed by the Board: 19 January 2011