

PERSONNEL	G
ACCESS TO PERSONNEL FILES	GBJB
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Orderly administration of the school district requires the compilation of information about all employees. The Committee recognizes that all personnel files are confidential and must be considered privileged.

A personnel file will be available for examination: (1) at any time by the Superintendent of the supervisory personnel he/she designates; (2) during regular business hours by the employee or his/her personally authorized representative; (3) during regular business hours by a member of the Committee in connection with legitimate Committee responsibility or duty, only when such records relate to an applicant or employee recommended or proposed for employment, promotion, transfer, or dismissal.

A personnel file will not be made available to other except according to law.

An individual Committee Member has no authority to review personnel records and files when the Committee is not in session, except as authority for a specific action may be delegated by the entire Committee. Confidential files are available to Committee members only in accordance with this policy.*

*Used with permission of the National Education Policy Network of the National School Committees Association

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TOWN OF LINCOLN SCHOOL COMMITTEE, Lincoln, Rhode Island