

<b>Timberlane Regional School District</b>	<b>Procedure Code: GBJ-R</b>
<b>Adopted: 01-01-83</b> <b>Revised: 04-04-91</b> <b>Reaffirmed: 02-24-05</b> <b>Revised: 09-29-11</b>	<b>Page 1 of 1</b>

### **PERSONNEL RECORDS**

1. A personnel folder for each employee, certificated and non-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 designees 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 recommendations provided to the District on a confidential basis by universities, colleges or persons not connected with the District.
5. A list of employees, their addresses and their salaries shall be tendered to any citizen upon request in accordance with RSA 91-A.