

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: PERSONNEL RECORDS

Orderly administration of the school district and compliance with state and federal law require the compilation of information about all employees of the district. The Board of Education recognizes that there is a distinction between those personnel records which are clearly a matter of public concern, and those which must be considered privileged until such time as they are opened to the public by the Commissioner of Education or the courts.

The Chief School Administrator shall consult with the Board attorney regarding which personnel records are mandated to be kept by law, and those to be kept for administrative purposes. The Chief School Administrator and the Board attorney shall be responsible for limiting administrative records to those which are consistent with New Jersey and federal law.

The Chief School Administrator shall establish the necessary regulations for maintaining both public and confidential employee records.

A. The public files shall consist of a directory of personnel and master appointment lists including all those presently employed by the district in whatever capacity. The information in this file shall be limited to name, title, position, salary, payroll record, and length of service. The Chief School Administrator shall devise procedures for making these files available to the public in accordance with the Public Right to Know Laws.

B. The confidential file shall consist of an individual personnel folder for each current employee. The information in this file shall include all records mandated by state and federal law; evaluation of performance; original application filed by the employee; original salary and increments; and general correspondence to and from the employee and the employee's record of attendance shall be available to that employee but it shall be kept in computer data storage and in a Master Attendance Ledger. This file is available for examination:

1. At any time, by the Chief School Administrator or personnel he/she designates;
2. During regular business hours by the employee in accordance with the provisions of the collective bargaining agreement;
3. During regular business hours, or at any meeting of the Board or any

committee thereof, by any member of the Board in connection with any assigned Board responsibility or duty.

C. Staff emergency contact cards for all employees shall be maintained by the Chief School Administrator and updated annually.

D. Upon separation from service the employee's file shall be placed in a filing system separate from active employees.

Legal References:

N.J.S.A. 18A:6-7 Oaths of persons employed in teaching capacities

N.J.S.A. 18A:6-7A Alleged child abuse, neglect by school employee; no use if unfounded

N.J.S.A. 18A:6-11 Written charges; written statement of evidence; filing; statement of position by employee; certification of determination; notice

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

N.J.S.A. 47:1A Examination and copies of public records (Public Right to Know Law)

N.J.S.A. 47:3-15 et seq. Destruction of Public Records Law

N.J.A.C. 6:29-7.4(g) Requirements of physical examinations

N.J.A.C. 6:29-9.2(a)7 Adoption of policies and procedures

N.J.A.C. 12:100-4.2 Safety and health standards for public employees occupational exposure to bloodborne pathogens

Citizens for Better Education v. Camden Bd. of Ed., 124 N.J. Super. 523 (App. Div. 1973)

Trenton Times Corp. v. Trenton Bd. of Ed., 138 N.J. Super. 357 (App. Div. 1976)

Nero v. Hyland, 76 N.J. 213 (1978), rev'd 146 N.J. Super. 46 (App. Div. 1977), 136 N.J. Super. 537 (Law Div. 1975)

Brick Township Education Association v. Brick Township Bd. of Ed., 1974 S.L.D. 111

Sayreville Education Association v. Sayreville Bd. of Ed., S.L.D. 197

White v. Galloway Township Bd. of Ed., 1977 S.L.D. 900, aff'd St. Bd. 1977 S.L.D. 903

Witchel v. Cannici and the Passaic Bd. of Ed., 1966 S.L.D. 159

Mendell v. Cimmino and the Kinnelon Bd. of Ed., 1970 S.L.D. 185

Cordano v. Weehawken Bd. of Ed., 1974 S.L.D. 316, appeal dismissed St. Bd. 1974

S.L.D. 323

Horner v. Kingsway Regional Board of Education, 1990 S.L.D. 752

Lacey Township Board of Education v. Lacey Township Education Association, 130 N.J. 312 (1992)

Cross References:

3570 District records and reports
4111 Recruitment, selection and hiring
4112.4 Employee health
4115 Supervision
4116 Evaluation
5141.4 Child abuse and neglect

Adopted: August 28, 1989

Revised: June 30, 1997

Revised: November 19, 2007