

Hampton School District Policy	Section: <u>G</u> Code: GBJ Title: Personnel Records Category: P (Priority/Required by Law) Page: 1 of 1
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PERSONNEL RECORDS

The Superintendent is authorized and directed to develop and implement a comprehensive, confidential and efficient system of personnel records that is in full compliance with all state and federal requirements.

A personnel folder for each employee, certified and non-certified, shall be maintained in the SAU office. In addition to the application for employment and references, such folders shall contain records and information relative to compensation, payroll deductions, evaluations, and such other information as may be considered pertinent.

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/her designees shall take the necessary steps to safeguard against unauthorized use of all confidential material.

Legal Reference:
RSA 91:A:5, Access to Public Records

Adopted: Reviewed: Revised: Cancellation:	DATE: November 9, 2010, Sept. 11, 2012 Sept. 2010, August 2012 November 8, 2005, November 2010
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