

PERSONNEL RECORDS—PROCEDURE

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 District 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.

Statutory Reference:
RSA 91:A:5

DATE:

Adopted:
Reviewed:
Revised: March 1, 2006
Cancellation: