

**PERSONNEL FILES** (Revised)

**Policy**

It is the policy of the Caledonia Central Supervisory Union and its member School Districts to develop and maintain complete and secure personnel files that accurately reflect the experience and service of each staff member employed by the Supervisory Union or member School District.

**Administrative Responsibilities**

1. **General Information:** The Superintendent will maintain a personnel file for each employee of the District/Supervisory Union and, unless otherwise provided by master contract, its contents will be confidential and will be released only as required by law. Content and storage of such file shall adhere to state and/or federal rules of documents legally allowed in a personnel file as well as the retention period of such documents. Information which could be detrimental to an employee's job security will not become a part of an employee's file until the employee has examined same and been given an opportunity to append a response.
2. **Documents not in a personnel file:** No confidential medical information including but not limited to documents that may be the result of Family Medical Leave Act, Vermont Parental Leave, Family Leave and Short-Term Family leave, Americans with Disabilities Act, or Workers Compensation. I-9 Form. Investigative materials.
3. **Criminal Record Check Information:** At the time of employment every employee will have a background check in accordance with state and/or federal laws. Criminal history logs, processed release forms and criminal record information will be maintained separate from the employee personnel file for the retention period specified and in accordance with the user agreement with the Vermont Criminal Information Center.

**Employees' Rights And Responsibilities** An employee may examine his or her own personnel file by appointment with an appropriate administrator, in accordance with the relevant Collective Bargaining Agreement. Preemployment materials, including letters of reference and confidential placement papers, may not be available to employees.

*Date Warned:* CCSU- 12/20/2021

*Date Adopted:* CCSU -12/20/2021 – Adopted by the Caledonia Central Supervisory Union Board on behalf of the District Boards: Caledonia Cooperative School District, Cabot School District, Danville School District, Peacham School District, Twinfield Union School District

*Legal Reference(s):* 1 V.S.A. §317 (c)(7) (Public records)  
16 V.S.A. §§251 et seq. (Criminal records checks)