

Policy

It is the policy of the Brattleboro Union High School District #6 to develop and maintain complete and secure personnel files that accurately reflect the experience and service of each staff member employed by the District.

Administrative Responsibilities

- 1. General Information:** The Superintendent will maintain a personnel file for each employee of the District and, unless otherwise provided by master contract, its contents will be confidential and will be released only as required by law or after written waiver by the employee.

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. Criminal Record Check Information:** At the time of employment, a copy of the Superintendent's request for a criminal records check by the Vermont Criminal Information Center (VCIC) and a copy of the Center's response will be maintained by the district's Human Resources Coordinator. A confidential log of all criminal history, processed release forms and criminal record information will be maintained indefinitely by the district's Human Resources Coordinator. The criminal history log and all records relating to requests for criminal records shall be made available to VCIC for audit as requested.

Employees' Rights And Responsibilities

An employee may examine his or her own personnel file by appointment with an appropriate administrator. Materials obtained prior to the employment of the individual, including confidential placement papers may not be available to employees.

Date Warned: October 20, 2011
Date Adopted: November 7, 2011
Legal References: 1 V.S.A. §317 (c)(7) (Public records)
16 V.S.A. §§251 et seq. (Criminal records checks)
Cross Reference: Evaluation and Supervision of Staff (D4)
Personnel: Recruitment, Selection, Appointment (D1)