

SUPPLEMENT - PERSONNEL RECORDS

1. A personnel folder for each employee, certificated and non-certificated, shall be accurately maintained at the SAU 7 office and permanently stored in an acceptable form.
2. In addition to the application for employment and references, such folders shall contain records and information relative to compensation, payroll deductions, evaluations and other such information as may be considered pertinent.
3. All personnel records of individual employees of the board shall be considered confidential. They shall not be open for public inspection. The Superintendent and the Human Resources and Payroll Personnel shall take the necessary steps to safeguard against unauthorized use of all confidential material.
4. Each employee shall have the right, upon written request to make an appointment with HR and/or PR personnel to review or copy the contents of their own personnel file, within a reasonable period of time, except as otherwise provided by RSA 275:56 or by Lab 802.08. An employee will not remove their personnel file from the sight of HR or PR personnel when the employee reviews or copies the file.
5. If the Superintendent wishes to view or copy contents of their own Personnel file it must be done upon request to the HR or PR Personnel and after an appointment is scheduled to do so in the presence of the SAU Board Chair or the Chair's designee if Board Chair is unavailable.
6. A list of employees, and their salaries shall be tendered to any citizen upon request in accordance with RSA 91-A.

District Policy History	
Board/Committee	Approval Date
Clarksville School Board	September 9, 2024
Stewartstown School Board	September 4, 2024
Columbia School Board	September 3, 2024
Colebrook School Board	August 27, 2024
Pittsburg School Board	August 26, 2024
Joint School Board	July 31, 2024
Stewartstown School Board	October 1, 2018
Pittsburg School Board	September 24, 2018
Colebrook School Board	September 18, 2018
SAU #7 Policy Committee	August 22, 2018