

POLICY FAMILY	ALL SCHOOL EMPLOYEES	305
<p style="text-align: center;"><u>305.</u></p> <p>Personnel Folders for Employees</p> <p>Adopted 1/19/05</p>	<ol style="list-style-type: none"> 1. The superintendent shall establish and maintain a "personnel folder" for all employees. 2. Among the kinds of information which can be included in the personnel folder are: name, address, date of birth, job title, and description; rate of pay and other compensation paid to the employee; starting date of employment; the job application of the employee; resumes or other forms of employment inquiry submitted to the employer in response to his advertisement by the employee; all employee performance evaluations, including but not limited to, employee evaluation documents; written warnings of substandard performance; list of probationary periods; waivers signed by the employee; copies of dated termination notices; any other documents relating to disciplinary action regarding the employee.¹ The personnel folder shall also contain undergraduate and graduate transcripts. 3. Employees shall be required to provide appropriate information for personnel folders on request by the Superintendent. 4. Upon receiving a written request from an employee, the superintendent "shall provide the employee with an opportunity to review his personnel record within five business days of such request. The review shall take place in the central office and during normal business hours. An employee shall be given a copy of his personnel record within five business days of submission of a written request for such copy to his employer."¹ 5. "If there is a disagreement with any information contained in a personnel record, removal or correction of such information may be mutually agreed upon by the employer and the employee. If an agreement is not reached, the employee may submit a written statement explaining the employee's position which shall thereupon be contained therein and shall become a part of such employee's personnel record. The statement shall be included when said information is transmitted to a third party as long as the original information is retained as part of the file. If an employer places in a personnel record any information which such employer knew or should have known to be false, then the employee shall have remedy through the collective bargaining agreement, other personnel procedures or judicial process to have such information expunged. The provisions of this section shall not prohibit the removal of information contained in a personnel record upon mutual agreement of the employer and employee for any reason."¹ 6. The superintendent "shall retain the complete personnel record of an employee as required to be kept under this section without deletions or expungement of information from the date of employment of such employee to a date three years after the termination of employment by the employee In any cause of action brought by an employee against [the Shrewsbury Public Schools] in any administrative or judicial proceeding, including but not limited to, the Massachusetts Office of Affirmative Action, the Massachusetts Commission Against Discrimination, Massachusetts Civil Service Commission, Massachusetts Labor Relations Commission, attorney general, or a court of appropriate jurisdiction, [the superintendent] shall retain any personnel record required to be kept under this section which is relevant to such action until the final disposition thereof."¹ 7. Offers of employment are contingent upon a successful C.O.R.I. (Criminal Offender Records Information) check to the satisfaction of the Shrewsbury Public Schools. The information obtained through the C.O.R.I. check will not be part of the employee's personnel file. However, upon written request the employee shall be permitted to schedule an appointment with the Director of Human Resources for the purpose of reviewing such C.O.R.I. information. The processing of C.O.R.I. data shall be in accordance with MGL. Ch. 6, Sections 167-187. <p>¹MGL, Ch. 149, S.52C</p>	