

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBJ-R
Policy Committee Review: May 11, 2016 School Board First Read: May 18, 2016 School Board Second Read/Adoption: June 1, 2016	Page 1 of 1

PERSONNEL RECORDS

1. A personnel folder for each employee, certificated and non-certificated, shall be accurately maintained in the administrative offices 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. Each employee shall have the right, upon request and within a reasonable period of time, to review the contents of his own personnel file, with the exception of references and recommendations provided to the District on a confidential basis by universities, colleges or persons not connected with the District.
4. A list of employees, and their salaries shall be tendered to any citizen upon request in accordance with RSA 91-A.

Cross Reference:

GBJ – Personnel Records