

**Monroe 2-Orleans BOCES Policy**

**Series 5000 – Personnel**

**Policy #5220 – EMPLOYEE PERSONNEL RECORDS AND RELEASE OF INFORMATION**

**Personnel Records**

All personnel records shall be maintained in the official BOCES records retention system established for that purpose. These records will be under the control and responsibility of the Records Access Clerk. These records shall contain all pertinent information concerning the individual: employment history, evaluation reports, payroll information, certification status, and other necessary information.

**Release of Personnel Information**

All steps should be taken to protect the privacy of employees of the BOCES. To ensure the individual's privacy, confidential information shall not be shared with a third party except in the following situations:

- a) When members of the Board need information from the employee's personnel record to aid them in performing their legal responsibilities such as matters regarding appointments, assignments, promotions, demotions, remuneration, discipline, dismissal or to aid in the development and implementation of personnel policies. Examination of this information shall be conducted only at executive sessions of the Board.
- b) When the employee grants permission.
- c) When served with a subpoena or other legal document requiring release of the information.

BOCES personnel who violate this policy by releasing information will be subject to disciplinary action.

**Release of Information Concerning Former Employees**

The BOCES shall not release information concerning the employment records, personnel file or past performance of a former employee, unless such information is required to be disclosed by law. Only the initial and final dates of employment and the position held shall be provided through a written response to a written request. The former employee may authorize the release of any additional information.

8 New York Code of Rules and Regulations (NYCRR) Part 84 Public Officers Law Section 87

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