

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: April 28, 2004

REVISED:

324. PERSONNEL FILES	
1. Purpose	Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as a district employee.
2. Authority	The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state requirements and local benefit programs, conformance with district policies and rules, and evidence of completed evaluations.
3. Delegation of Responsibility	The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare guidelines defining the material to be incorporated into personnel files.
4. Guidelines	Employee files shall be maintained in the following offices: Superintendent, principal and assistant principal, business and health.
42 U.S.C. Sec. 12101 et seq	Medical records shall be kept in a file separate from the employee's personnel file. Only information that pertains to the professional role of the administrative employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file. Personnel records shall be available to the Board but only as required in the performance of its designated functions as a Board and as approved by a majority vote of the Board.
43 P.S. Sec. 1321-1324	<u>Employee Access</u> Administrative employees shall have the right, upon request, to review the contents of their personnel file, except that information relative to confidential employment references/recommendations shall not be available for review by the employee.

Personnel who wish to review their own records shall:

1. Request access in writing.
2. Review the record in the presence of the administrator or designee responsible to maintain personnel records.
3. Make no alterations to the record, nor remove any material.
4. Sign a log attached to the file indicating the date and person reviewing.

Any pre-employment confidential reports will not be used for purposes of promotion or dismissal. Material which is critical or adverse in nature shall not be placed in an employee's file without the employee receiving a copy. The employee shall have the right to submit a written statement in answer to any material, and the answer shall be attached to the file copy.

Appeals

Personnel choosing to appeal material in their records shall make a written request to the administrator delegated to maintain the records and shall specify:

1. Name and date.
2. Material to be appealed.
3. Reason for appeal.

The responsible administrator shall hear the appeal and make a determination.