

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: April 28, 2004

REVISED:

524. 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	A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.
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 employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file.
43 P.S. Sec. 1321-1324	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. <u>Employee Access</u> Classified employees shall have the right, upon request, to review the contents of their personnel file, except for confidential employment references/recommendations.

<p>20 U.S.C. Sec. 6311 Pol. 504</p>	<p>Personnel wishing to review their own records shall:</p> <ol style="list-style-type: none">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. <p>Employees shall have the right to submit a written statement in answer to any material and the answer shall be attached to the file copy. Any pre-employment confidential reports will not be used for purposes of promotion or dismissal. If the employee requests, a representative of the association may accompany him/her during the review. Material which is critical or adverse in nature shall not be placed in employee's file without the employee receiving a copy.</p> <p><u>Appeals</u></p> <p>Personnel who choose to appeal material in their records shall make a written request to the administrator delegated to maintain the records and shall specify:</p> <ol style="list-style-type: none">1. Name and date.2. Material to be appealed.3. Reason for appeal. <p>The responsible administrator shall hear the appeal and make a determination.</p> <p><u>Title I Schools</u></p> <p>In accordance with federal law, the district shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.</p>
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