LENAPE AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: December 21, 2006

REVISED:

324. PERSONNEL FILES

1. Purpose	Orderly operation of the school requires maintenance of a file for the retention of all records relative to an individual's duties and responsibilities as a school employee.
2. Authority	The Joint Operating Committee requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state statutes and local benefit programs, conformance with school procedures, and evidence of completed evaluations.
3. Delegation of Responsibility	The Joint Operating Committee delegates the establishment and maintenance of official personnel records to the Administrative Director or designee, who shall prepare guidelines defining the material to be incorporated into personnel files and timeliness for retention of such records.
4. Guidelines	A personnel folder for each employee will be accurately maintained in the central office. A central file shall be maintained; supplemental records may be maintained only for ease in data gathering. Only information that pertains to the professional role of the administrative employee and is submitted by duly authorized administrative personnel and the Joint Operating Committee may be entered in the official record file. Personnel records shall be available to the Joint Operating Committee but only as required in the performance of its designated functions as a Joint Operating Committee, and upon a majority vote by the Joint Operating Committee members.
43 P.S. Sec. 1321-1324	Administrative employees shall have access to their own file, except that information relative to confidential employment references/recommendations shall not be available for review by the employee.

Employee Review

Personnel who wish to review their own records shall:

1. Review the record in the presence of the administrator or designee responsible to maintain personnel records.

2. Make no alterations or additions to the record, nor remove any material.

Employee Appeals

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

1. Name and date.

2. Material to be appealed.

3. Reason for appeal.

File Contents

Upon initial employment, the employee's file may contain:

1. Completed employment application form.

2. Copy of certificate, where applicable.

3. Transcripts.

4. Recommendations.

5. Retirement registration.

6. Hospitalization forms.

7. Annuity forms.

8. Insurance beneficiary forms.

SC 111 23 Pa. C.S.A. 6301	9. I-9 Immigration form. 10. Act 34 and Act 151 clearance statements. During the period of employment, the following additional data may be maintained in personnel files: 1. Rate of compensation. 2. Completed copy of employment contract, where applicable. 3. Attainment of advanced degrees and effect on compensation. 4. Attendance record. 5. Completed evaluations. 6. Disciplinary incidents. 7. Special awards or distinctions. All Health records will be maintained in a separate file as Federal Law dictates.
School Code 111 Act 286 of 1978 PA Statute 23 Pa C.S.A. 6301	