No. 324

A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: December 9, 1999

REVISED & APPROVED: April 24, 2025

	324 PERSONNEL FILES
1. Purpose	It is necessary for the orderly operation of A.W. Beattie Career Center to maintain a file for the retention of all papers bearing upon an individual's duties and responsibilities as an employee of A.W. Beattie Career Center.
2. Authority	The Joint Operating Committee (JOC) requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with local, state, and federal employment requirements, local benefit programs, employee contracts, and conformance with Career Center rules and evidence of completed evaluations.
3. Delegation of Authority	The JOC delegates the establishment and maintenance of official personnel records to the Executive Director and their designee. A central file shall be maintained in accordance with the requirements of law. Supplemental records may be maintained for ease in data gathering only. Only that information which pertains to the role of the employee and is submitted by duly authorized administrative personnel and the JOC may be entered in the official record file. Employees shall have access to their own files. Personnel wishing to review their own records shall make an appointment with the Executive Director for access and shall review the record in the presence of the Executive Director. No alterations, additions to the record, or removal of materials is permitted. Upon completion of the review, the employee must sign a log, attached to the file, indicating the date and person reviewing, in accordance with law. Personnel wishing to appeal the inclusion of materials in their file, or have materials removed, shall make a request in writing to the Executive Director and specify therein: name and date, material to be appealed or removed, and reason for appeal or removal.

The route of appeal shall be to the Executive Director and finally, the JOC.

Upon initial employment, where applicable, the file shall contain: a completed employment application form, a copy of teaching certificate, transcripts, recommendations, physical examination record, retirement registration, and military discharge certificate.

During the period of employment, the following data shall be maintained in personnel files where applicable: rate of compensation, completed copy of employment contract, attendance record, completed evaluations, disciplinary incidents, special awards or distinctions, annual or special health examinations, in addition to the data required upon initial employment. Medical records shall be kept in a file separate from the employee's personnel file.

The above listing of file concerns is intended to be representative only, and in no way shall be construed to be all-inclusive.

This policy stands in alignment with any collective bargaining agreement.

This policy shall be viewed in conjunction with the Operative Collective Bargaining Agreement for members of the A.W. Beattie Edcuatoin Association.

This policy covers all employees of the A.W. Beattie Career Center.