Director Procedure Number: DP107
Title: Personnel Files
Section: Personnel – All Employees-General

Personnel Files

Personnel records shall not be available to the Joint Committee except as may be required in the performance of its functions as a Joint Committee. The personnel files shall be reviewed annually and material no longer required shall be destroyed. Professional employees shall not have access to their own file except that certain information in the file shall be available for review by the employee.

1. Contents of Personnel File

During the period of employment, the following data shall be maintained in personnel files:

a) rate of compensation
b) completed copy of employment contract
c) attainment of advanced degrees and effect, if any, on compensation
d) completed evaluations
e) disciplinary incidents
f) special awards or distinctions
g) annual or special health examinations

2. Review of Personnel File

Personnel wishing to review their own records shall:

a) request access in writing
b) review the record in the presence of the Director, or his/her designee
c) make no alterations or additions to the record, nor remove any material there from
d) sign a log attached to the file indicating the date and person reviewing

The employee may designate a representative to review his or her personnel file, as permitted by law. Personnel wishing to appeal material in their record shall make a request in writing to the Director and specify therein:

a) name and date
b) material to be appealed
c) reason for appeal

3. Changes to Personnel File

The Director shall permit the addition of employee comments and/or hear the appeal and make a determination regarding the removal or modification of any material.

The Director shall prepare guidelines defining the material to be incorporated into personnel records. Upon initial employment the file shall contain:

a) a completed employment application form
b) a copy of teaching certificate (for teachers)
c) transcripts
d) recommendations
e) physical examination record
f) hospitalization form
g) insurance beneficiary forms
h) criminal background check
i) I-9 form

4. Former Employees

Former employees may be provided with copies of contents of their files at a charge of $.10 per page. EASTERN ordinarily requires thirty (30) days notice to process such requests. The Business Manager will be responsible for compliance.

43 P.S. Sec. 1321-1324

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Revised: 10/12/94
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