Title: **Personnel Files**
Code: 524
Book: Policy Manual
Section: 500 Classified Employees

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.

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.[1]

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.

Guidelines

A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.

Medical records shall be kept in a file separate from the employee's personnel file.[2]

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.

A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.

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.

Personnel files shall be reviewed annually, and material no longer required shall be destroyed.

Employee Access

Classified 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.[8][9]

Personnel wishing to review their own records shall:[9][10]

1. Request access in writing.
2. Make no alterations to the record, nor remove any material.

Appeals

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:

1. Name and date.
2. Material to be appealed.

3. Reason for appeal.

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

Title I Schools

In accordance with 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.[3][4][5]

File Contents

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

1. Completed employment application form.
2. Transcripts.
3. Recommendations.
4. Hospitalization forms.
5. Insurance beneficiary forms.
6. Criminal history and child abuse clearance statements.[6][11][12]

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

1. Rate of compensation.
2. Completed copy of employment contract.

3. Attainment of advanced degrees and effect on compensation.

4. Completed evaluations.

5. Disciplinary incidents.

6. Special awards or distinctions.

Adopted: **October 21, 1981**
Last Revised: **September 16, 2008**

Legal References:

- 1. 24 P.S. 510
- 2. 42 U.S.C. 12112
- 3. 22 PA Code 403.5
- 4. 20 U.S.C. 6311
- 5. Pol. 504
- 6. 24 P.S. 111
- 8. 43 P.S. 1321
- 9. 43 P.S. 1322
- 10. 43 P.S. 1323
- 11. 22 PA Code 8.1 et seq
- 12. 23 Pa. C.S.A. 6301 et seq
- 43 P.S. 1321 et seq
- 42 U.S.C. 12101 et seq
- 8 CFR 274a.2