

Book	Policy Manual
Section	(P) PERSONNEL
Title	Policy P107 - Personnel Files
Code	P107
Status	Active
Adopted	March 13, 2013
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Policy Number: P107
Title: Personnel Files
Section: Personnel – All Employees-General

I. Purpose

It is necessary for the orderly operation of the school to maintain a file for the retention of all papers bearing upon an individual's duties and responsibilities as an employee of the school.

II. Authority

The Joint Committee requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with Federal and State Statutes, local benefit programs, and conformance with school rules and evidence of completed evaluations.

III. Delegation of Responsibility

The Joint Committee delegates the establishment and maintenance of official personnel records to the Director. A filing system shall be maintained for ease in data gathering only by the Director and Business Manager.

The Director shall promulgate rules regarding the creation, maintenance, and transmittal of personnel records.

43 P.S. Sec. 1321-1324

Adopted: 3/13/13

See also:
DP P107 - Personnel Files