

Policy Guide

Policy No. 874Section OPERATIONSTitle PERSONNEL FILESAdopted MAY 18, 2021

Last Revised _____

	<p style="text-align: center;">POLICY NO. 874 PERSONNEL FILES</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 324, 424, AND 524.</p> <p>Section 1 <u>Authority</u></p> <p>Orderly operation of the District requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an administrative, professional or support employee of the District.</p> <p>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 Board policies, administrative regulations, rules and procedures; and evidence of completed evaluations.</p> <p>Section 2 <u>Delegation of Responsibility</u></p> <p>The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare administrative regulations defining the material to be incorporated into personnel files.</p> <p>Section 3 <u>Guidelines</u></p> <p>A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.</p> <p>Medical records shall be kept in a file separate from the employee's personnel file. Confidential financial information such as credit card number, social security number or bank</p>	<p>SC 510</p> <p>42 U.S.C. 2000ff et seq, 12112</p>
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	<p style="text-align: center;">POLICY NO. 874 PERSONNEL FILES</p> <p>account info shall not be included in the employee's personnel file.</p> <p>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.</p> <p>Personnel records shall be available to the Board but only as required in the performance of its designated functions as a School Board. At least three (3) Board members must approve the review of a specific personnel file and provide the reason for which they are seeking review. The entire Board shall be notified as well as the Solicitor prior to review of any file. The file review should only occur at an agreed upon time where any Board member wishing to be present can be, within reason.</p> <p>Personnel files shall be reviewed at intervals established by the District, and material no longer required shall be destroyed.</p> <p>Administrative, professional and support employees shall have access to their own file. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.</p> <p><u>Title I Schools</u></p> <p>In accordance with law, the District shall release to persons in parental relation, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The District shall annually notify persons in parental relation at the beginning of the school year about their right to request such information.</p> <p>The District shall notify persons in parental relation of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.</p>	<p>Pol. 826</p> <p>43 P.S. 1321, 1322</p> <p>20 U.S.C. 6311, 7801 22 PA Code 403.4 Pol. 850</p> <p>20 U.S.C. 6311, 7801 22 PA Code 403.4</p>
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	<p style="text-align: center;">POLICY NO. 874 PERSONNEL FILES</p> <p>In accordance with law, the District shall release to persons in parental relation, 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 persons in parental relation at the beginning of the school year about their right to request such information.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.4, 403.5</p> <p>Elementary and Secondary Education Act – 20 U.S.C. Sec. 6311, 7801</p> <p>Federal Anti-Discrimination and Civil Rights Laws – 42 U.S.C. Sec. 2000ff et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12112</p> <p>Inspection of Employee Records – 43 P.S. Sec. 1321, 1322</p> <p>Board Policy – 826, 850</p>	<p>20 U.S.C. 6311 22 PA Code 403.5 Pol. 850</p>
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