

SUGAR VALLEY RURAL CHARTER SCHOOL

POLICY NUMBER: 324
SECTION: EMPLOYEES
TITLE: **PERSONNEL FILES**
DATE ADOPTED: NOVEMBER 2002
DATE LAST REVISED:

PERSONNEL FILES

AUTHORITY

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.

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.

DELEGATION OF RESPONSIBILITY

The Board delegates the establishment and maintenance of official personnel records to the CEO or designee, who shall prepare guidelines defining the material to be incorporated into personnel files.

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.

GUIDELINES

Only information that pertains to the professional role of the professional employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file.

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.

Employee Access

Professional 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.

Personnel who wish to review their own records shall:

1. Request access in writing.
2. Review the record in the presence of the administrator or designee responsible to maintain personnel records.
3. Make no alterations to the record, nor remove any material.
4. Sign a log attached to the file indicating the date and person reviewing.

Appeals

Personnel choosing 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 refer the appeal to the CEO, hear the appeal and make a determination, and/or permit the addition of employee comments.

File Contents

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

1. Completed employment application form.
2. Copy of certificate, where applicable.
3. Transcripts.
4. Recommendations.
5. Retirement registration.
6. Hospitalization forms.
7. Annuity forms.
8. Insurance beneficiary forms.
9. I-9 Immigration Form.
10. Criminal history and child abuse clearance statements.

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, where applicable.
3. Attainment of advanced degrees and effect on compensation.
4. Attendance record.
5. Completed evaluations.
6. Disciplinary incidents.
7. Special awards or distinctions.

REFERENCES:

School Code – 24 P.S. Sec. 111, 510

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 403.4

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Inspection of Personnel Files – 43 P.S. Sec. 1321 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6311, 7801