

SHALER AREA SCHOOL DISTRICT

No: 424

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: SEPTEMBER 16, 1998

REVISED: AUGUST 20, 2003; JULY 18, 2007; OCTOBER 13, 2010

424. PERSONNEL FILES	
1. Purpose	<p>It is necessary for the orderly operation of the School District to maintain a file for the retention of all papers bearing upon an individual's duties and responsibilities as an 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 statutes, local benefit programs, and conformance with District rules and evidence of completed evaluations.</p>
2. Authority SC 510	<p>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 the personnel files.</p>
42 U.S.C. Sec.2000ff et seq 42 U.S.C. Sec. 12112	<p>Medical records shall be kept in a file separate from the employee's personnel file.</p>
3. Delegation of Responsibility	<p>Only that information which pertains to the professional role of the employee and is submitted by duly authorized school administrative personnel and the Board may be entered in the official record file.</p>
4. Guidelines 42 U.S.C. Sec. 12101 et seq	<p>Personnel records shall not be available to the Board except as may be required in the performance of its functions as a Board.</p> <p>No derogatory material may be placed in the personnel file without the employee receiving a copy.</p> <p>Personnel records shall not be available to the Board except as may be required in the performance of its functions as a Board.</p> <p>Professional employees shall have access to their own file, except that certain pre-employment information in the file shall not be available for review by the employee.</p>

<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>Personnel wishing to review their own records shall review the record in the presence of the administrator designated to maintain said records, or his/her designee, and shall make no alterations or additions to the record, nor remove any material therefrom.</p> <p>Personnel who wish to appeal material in their record shall make a request in writing to the administrator delegated to maintain the records and specify therein name and date, material to be appealed, and reason for appeal.</p> <p>Administrators shall maintain a copy of all required background checks in each employee's personnel file. These policies have been updated to encompass all required background checks.</p> <p><u>References:</u></p> <p>School Code – 24 P.S. Sec. 111, 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Inspection of Personnel Files – 43 P.S. Sec. 1321 et seq.</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6311, 7801</p> <p>Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C. Sec. 200ff et seq.</p> <p>Americans with Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Immigration Reform and Control, Title 8, Code of Federal Regulations – 8 CFR Sec. 274a.2</p>
---	---

--	--