

SHALER AREA SCHOOL DISTRICT

No: 324

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: MARCH 18, 1998

REVISED: OCTOBER 13, 2010

324. PERSONNEL FILES	
	<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>
1. Purpose	<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 Director of Human Resources</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 administrative employee and is submitted by duly authorized school administrative personnel and the Board may be entered in the official record file.</p>
4. Guidelines	<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>
42 U.S.C. Sec. 12101 et seq	<p>Administrators 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>
43 P.S. Sec. 1321 et seq	<p>Personnel who wish 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>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>Personnel wishing 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>The responsible administrator shall refer the appeal to the administrator directly involved.</p> <p>The Superintendent shall prepare guidelines defining the material to be incorporated into personnel records.</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> <p>cag</p>
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