

SHALER AREA SCHOOL DISTRICT

No: 524

SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: JANUARY 21, 1998

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

524. 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 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	<p>No derogatory material may be placed in the personnel file without the employee receiving a copy.</p>
42 U.S.C. Sec. 12101 et seq	<p>Personnel records shall not be available to Board members 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>

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