CARLISLE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: October 19, 2006

REVISED: October 21, 2010

		524. PERSONNEL FILES
1.	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.
	SC 510	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.
2.	Delegation of Responsibility	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.
		A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.
	42 U.S.C. Sec. 2000ff et seq 42 U.S.C. Sec. 12112	Medical records shall be kept in a file separate from the employee's personnel file.
3.	Guidelines	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.
		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

43 P.S. Sec. 1321, 1322 Support 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.

43 P.S. Sec. 1322, 1323 Personnel wishing 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 who choose 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 administrator responsible for supervising the employee and permit the addition of employee comments.

Title I Schools

Title 22 Sec. 403.5 20 U.S.C. Sec. 6311, 7801 Pol. 504 In accordance with law, the district shall release to parents/guardians, 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 parents/guardians at the beginning of the school year about their right to request such information.

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File Contents

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

- 1. Completed employment application form.
- 2. Copy of appropriate certificate, if applicable.
- 3. Transcripts, if applicable.
- 4. Recommendations.
- 5. Retirement registration.
- 6. Hospitalization forms.
- 7. Income withholding information.
- 8. I-9 Immigration Form.

8 CFR Sec. 274a.2

SC 111 Title 22 Sec. 8.1 et seq

23 Pa. C.S.A. Sec. 6301 et seq 9. Criminal history and child abuse clearance statements.

During the period of employment, the following additional data may 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. Completed evaluations.
- 5. Disciplinary incidents.
- 6. Special awards or distinctions.

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References: School Code – 24 P.S. Sec. 111, 510 State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 403.4, 403.5 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 Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C. Sec. 2000ff et seq. Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq. Immigration Reform and Control, Title 8, Code of Federal Regulations – 8 CFR Sec. 274a.2 Board Policy – 000, 504