

SECTION: EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: September 13, 2010

REVISED:

PENN MANOR SCHOOL DISTRICT

324. PERSONNEL FILES	
<p>1. Authority</p> <p>SC 510</p>	<p>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 an administrative, professional or support 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 requirements and local benefit programs; conformance with Board policies, administrative regulations, rules and procedures; and evidence of completed evaluations.</p>
<p>2. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 12112</p>	<p>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.</p> <p>A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.</p> <p>Medical records shall be kept in a file separate from the employee's personnel file.</p>
<p>3. Guidelines</p>	<p>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.</p> <p>Personnel records shall be available to the Board but only as required in the performance of its designated functions as a School Board and as approved by a majority vote of the Board.</p>

<p>43 P.S. Sec. 1321, 1322</p>	<p><u>Employee Access</u></p> <p>Administrative, professional and support employees shall have access to their own file. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.</p>
<p>43 P.S. Sec. 1322, 1323</p>	<p>Employees who wish to review their own records shall:</p> <ol style="list-style-type: none"> 1. Review the record in the presence of the administrator or designee responsible to maintain personnel records. 2. Make no alterations to the record, nor remove any material. 3. Sign a log attached to the file indicating the date and person reviewing.
	<p><u>Appeals</u></p> <p>To appeal material in their personnel file, employees shall submit a written request to the administrator delegated to maintain the records and shall specify:</p> <ol style="list-style-type: none"> 1. Name and date. 2. Material to be appealed. 3. Reason for appeal.
	<p>The responsible administrator shall refer the appeal to the administrator directly involved and permit the addition of employee comments.</p>
<p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801 Pol. 304</p>	<p><u>Title I Schools</u></p> <p>In accordance with law, the district shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction 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.</p>
<p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801</p>	<p>The district shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.</p>

<p>Title 22 Sec. 403.5 20 U.S.C. Sec. 6311 Pol. 304</p>	<p>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.</p>
	<p>References:</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., 403.4, 403.5</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>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>Board Policy – 000, 304</p>