

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

## 324-AR-0. PERSONNEL FILES

It is good human resource procedure that the personnel files of all district employees contain all required and appropriate employment related documents.

The Superintendent or designee will be responsible for the maintenance and security of the personnel files of all district employees.

To maintain confidentiality of all pertinent records, access to an employee's personnel file will be restricted.

Personnel files will be reviewed at least every two (2) years, and outdated documents will be destroyed. Files of inactive employees will be retained for ninety-nine (99) years.

Each employee is responsible for keeping his/her personnel file updated with current certification and degree status.

No material critical to an employee's conduct, service, character or personality will be placed in an employee's file unless the employee has had the opportunity to read the material. The employee will acknowledge that s/he has read the material by signing the copy to be filed, with the understanding that such action does not indicate the employee's agreement with the contents. The employee has the right to respond in writing and to have that response attached to the file copy.

No anonymous communication will be placed in an employee's personnel file.

### Personnel File Contents

The personnel file for each district employee may include but not be limited to the following documents:

1. Completed employment application form, position posting or vacancy advertisement, copy of Board minutes or meeting date when Board approved employment, and other related employment documents.
2. Copy of appropriate certificate, when applicable.
3. Transcripts.

4. Recommendations.
5. Retirement registration.
6. Benefits enrollment forms.
7. Annuity forms.
8. Insurance beneficiary forms.
9. Form W-4.
10. Criminal history and child abuse clearance statements, and Arrest or Conviction Report.
11. Loyalty oath, where required.
12. Statement of Financial Interest, where required.
13. Rate of compensation.
14. Completed copy of employment contract, when applicable.
15. Attainment of advanced degrees and effect on compensation.
16. Copy of driver's license, when required to drive motor vehicle as part of employment.
17. Attendance record.
18. Completed and signed evaluations and observations.
19. Disciplinary incidents.
20. Special awards or distinctions.
21. Other documents to employee with copy reference to personnel file.
22. Communications to employee from administrator with copy reference to personnel file.

A completed I-9 Immigration Form is a required personnel record for each employee but is kept in a file separate from the personnel file.

Employees' medical records are kept in a file separate from the personnel file.

Inspection Of Personnel Files

Each district employee has the right to inspect his/her personnel file, in accordance with the following procedure:

1. The employee will submit a completed Request To Inspect Personnel File Form and submit it to the Superintendent's office.
2. A mutual time and place will be arranged, without undue delay.
3. The designated staff member will remove confidential information not available to the employee, such as pre-employment material from placement office, letters of recommendation, and correspondence from former employers.
4. The employee will inspect the file in the presence of an administrator or designated staff member responsible for maintaining personnel files.
5. The employee may take notes about items in the file.
6. The employee will make no alterations to the records, nor remove any material.
7. Upon request, a copy of any item in the file will be provided to the employee.
8. If an employee believes there is an error in a document in the file, s/he may attach a written statement to the document.
9. The designated staff member present at inspection will sign the Records Inspection Form.
10. The employee and staff member present at inspection will sign the Acknowledgment Of Inspection Of Records Form.

The Superintendent may approve the inspection of an employee's personnel file by:

1. District administrator with a direct supervisory relationship to the employee.
2. Designated staff member responsible for maintaining personnel files.
3. Individuals designated in writing by the employee.
4. Legal authorities, upon receipt of a subpoena.

Copies of employee records will be sent to outside agencies only upon written request of an employee or receipt of a subpoena.