



**Section:** ADMINISTRATIVE EMPLOYEES  
**Title:** PERSONNEL FILES  
**Adopted:** February 20, 1996  
**Revised:** September 21, 2004  
 August 21, 2007

<b>320. PERSONNEL FILES</b>		
<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p>Orderly operation of the Career and Technology Center requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as a Career and Technology Center employee.</p> <p>The Joint Operating Committee 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 district policies and rules, and evidence of completed evaluations.</p> <p>The Joint Operating Committee delegates the establishment and maintenance of official personnel records to the Administrative Director or designee, who shall prepare guidelines 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>Only information that pertains to the professional role of the administrative employee and is submitted by duly authorized administrative personnel and the Joint Operating Committee may be entered in the official personnel file.</p> <p>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 Joint Operating Committee but only as required in the performance of its designated functions as a Joint Operating Committee and as approved by a majority vote of the Joint Operating Committee.</p> <p>Personnel files shall be reviewed periodically, and material no longer required shall be destroyed.</p> <p><b><u>Employee Access</u></b>                      Administrative 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.</p>	<p>42 U.S.C.                      Sec. 12101 et seq.</p> <p>43 P.S.                      Sec. 1321-1324</p>

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	<p>Personnel who wish to review their own records shall:</p> <ul style="list-style-type: none"> <li>▶ Request access in writing.</li> <li>▶ Review the record in the presence of the administrator or designee responsible to maintain personnel records.</li> <li>▶ Make no alterations to the record, nor remove any material.</li> <li>▶ Sign a log attached to the file indicating the date and person reviewing.</li> </ul> <p><b><u>Appeals</u></b>  Personnel choosing to appeal material in their records shall make a written request to the Administrative Director and shall specify:</p> <ul style="list-style-type: none"> <li>▶ Name and date,</li> <li>▶ Material to be appealed,</li> <li>▶ Reason for appeal.</li> </ul> <p>The Administrative Director shall:</p> <ul style="list-style-type: none"> <li>▶ Hear the appeal and make a determination and</li> <li>▶ Permit the addition of employee comments.</li> </ul> <p><b><u>File Contents</u></b> (Director’s Office and Business Office)  Upon initial employment, the employee’s file shall contain:</p> <ul style="list-style-type: none"> <li>▶ Completed employment application form.</li> <li>▶ Copy of certificate, where applicable.</li> <li>▶ Transcripts.</li> <li>▶ Recommendations.</li> <li>▶ Retirement registration.</li> <li>▶ Hospitalization forms.</li> <li>▶ Annuity forms.</li> <li>▶ Insurance beneficiary forms.</li> <li>▶ I-9 Immigration form.</li> <li>▶ Required clearance statements.</li> </ul> <p>During the period of employment, the following additional data shall be maintained in personnel files:</p> <ul style="list-style-type: none"> <li>▶ Rate of compensation.</li> <li>▶ Completed copy of employment contract, where applicable.</li> <li>▶ Attainment of advanced degrees and effect on compensation.</li> <li>▶ Attendance record.</li> <li>▶ Completed evaluations.</li> <li>▶ Disciplinary incidents.</li> <li>▶ Special awards or distinctions.</li> </ul>	<p>8 CFR  Sec. 274a.2</p> <p>SC 111  23 PA C.S.A.  6301 et seq.</p> <p>School Code 111</p> <p>23 PA C.S.A.  6301 et seq.</p> <p>43 P.S.  Sec 1321-1324</p> <p>42 U.S.C.  Sec. 12101 et seq.</p> <p>8 CFR  Sec. 274.a</p>

