



Section: CLASSIFIED EMPLOYEES
Title: PERSONNEL FILES
Adopted: February 20, 1996
Revised: December 18, 2001

514. PERSONNEL FILES		
1. Purpose	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.	
2. Authority	The Career and Technology Center 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.	
3. Delegation of Responsibility	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.	
4. Guidelines	<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 employee and is submitted by duly authorized administrative personnel and the Joint Operating Committee may be entered in the official personnel file.</p>	42 U.S.C. Sec. 12101 et seq.
4. Guidelines	<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>Personal 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><u>Employee Access</u> Classified 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>	43 P.S. Sec. 1321-1324

