

SECTION: EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED:

REVISED: January 20, 2015

# DEER LAKES SCHOOL DISTRICT

324. PERSONNEL FILES	
<p>1. <b>Authority</b></p> <p>SC 510</p>	<p><b>Orderly operation of the school district</b> requires <b>maintaining a file for the retention of all</b> records relative to <b>an individual's duties and responsibilities as an</b> administrative, professional or classified <b>employee of the district.</b></p> <p><b>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.</b></p>
<p>2. <b>Delegation of Responsibility</b></p>	<p><b>The Board delegates the establishment and maintenance of official personnel records to the Superintendent</b> or designee, who shall prepare administrative regulations <b>defining the material to be incorporated into personnel files.</b></p>
<p>3. <b>Guidelines</b></p> <p>42 U.S.C. Sec. 2000ff et seq 42 U.S.C. Sec. 12112</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 and not accessible to the board.</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 <b>copy</b> of each entry shall be <b>made available to the employee</b>, except for matters pertaining to pending litigation or criminal investigation.</p> <p><b>Personnel records shall be available to the Board but only as required in the performance of its designated functions as a School Board</b> and as approved by a majority vote of the Board.</p>
<p>Pol. 800</p>	<p>Personnel files shall be reviewed at intervals established by the district, and material no longer required shall be destroyed.</p>
<p>43 P.S. Sec. 1321, 1322</p>	<p>Administrative, professional and classified <b>employees</b> shall have <b>access</b> to their own file. Information relative to confidential <b>employment references/recommendations</b></p>

<p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801 Pol. 304</p> <p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801</p> <p>Title 22 Sec. 403.5 20 U.S.C. Sec. 6311 Pol. 304</p>	<p>are not part of the personnel file and shall not be available for review by the employee.</p> <p><b>Personnel wishing to review their own records shall review the record in the presence of the administrator designated to maintain personnel records or his/her designee, and shall make no alterations or additions to the record, nor remove any material.</b></p> <p><b>Personnel wishing to appeal material in their record shall make a request in writing to the administrator delegated to maintain the records and specify name and date, material to be appealed, and reason for appeal.</b></p> <p><b>The responsible administrator shall permit the addition of employee comments.</b></p> <p><b>Board Members wishing to review an employee’s records shall review the records in the presence of the superintendent to maintain personnel records and shall make no alterations or additions to the record, nor remove any material.</b></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>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>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>
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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, 304, 800