

NEWPORT SCHOOL DISTRICT

TITLE: PERSONNEL FILES

ADOPTED: July 22, 2002

REVISED: January 19, 2004

524. PERSONNEL FILES	
1. Purpose	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 a district employee.
2. Authority	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 district policies and rules, and evidence of completed evaluations.
3. Delegation of Responsibility	The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare guidelines defining the material to be incorporated into personnel files.
4. Guidelines	A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.
42 U.S.C. Sec. 12101 et seq	Medical records shall be kept in a file separate form the employee's personnel file. 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. Personnel records shall not be available to individual Board members. Personnel records shall be available to the Board but only as required in the performance of its designated functions as a Board and as approved by a majority vote of the Board.
43 P.S. Sec. 1321-1324	<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.

Personnel wishing to review their own records shall:

1. Request access in writing.
2. Review the record in the presence of the administrator or designee responsible to maintain personnel records.
3. Make no alterations or additions to the record, nor remove any material.
4. Sign a log indicating the date and person reviewing.

Appeals

Personnel who choose to appeal material in their records shall make a written request to the administrator delegated to maintain the records and shall specify:

1. Name and date.
2. Material to be appealed.
3. Reason for appeal.

The responsible administrator shall refer the appeal to the administrator responsible for supervising the employee.

File Contents

Upon initial employment, the employee's file shall contain:

1. Completed employment application form.
2. Transcripts.
3. Recommendations.
4. Retirement registration.
5. Hospitalization forms.
6. Annuity forms.
7. Insurance beneficiary forms.

<p>8 C.F.R. Sec. 274a.2</p> <p>SC 111 23 Pa. C.S.A. 6301</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 C.F.R. Sec. 274a.2</p>	<p>8. I-9 Immigration Form.</p> <p>9. Act 34 and Act 151 clearance statements.</p> <p>During the period of employment, the following additional data shall be maintained in personnel files:</p> <ol style="list-style-type: none">1. Rate of compensation.2. Completed copy of employment contract.3. Attainment of advanced degrees and effect on compensation.4. Attendance record.5. Completed evaluations.6. Disciplinary incidents.7. Special awards or distinctions.
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