

SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: October 13, 2004

REVISED: February 20, 2008

NEW CASTLE AREA SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p> <p>43 P.S. Sec. 1321-1324</p>	<p style="text-align: center;">524. PERSONNEL FILES</p> <p>Orderly operation of the New Castle Area School District requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as a District employee.</p> <p>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.</p> <p>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.</p> <p>A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.</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.</p> <p>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.</p> <p><u>Employee Access</u></p> <p>Classified employees shall have access to their own file.</p>
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<p>Title 22 Sec. 403.5 20 U.S.C. Sec. 6311 Pol. 504</p>	<p>Personnel wishing to review their own records shall:</p> <ol style="list-style-type: none">1. Request access in writing2. Review the record in the presence of the administrator or designee responsible to maintain personnel records3. Make no alterations to the record, nor remove any material <p><u>Appeals</u></p> <p>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:</p> <ol style="list-style-type: none">1. Name and date2. Material to be appealed3. Reason for appeal <p>The responsible administrator shall refer the appeal to the administrator responsible for supervising the employee and permit the addition of employee comments.</p> <p><u>Title I Schools</u></p> <p>In accordance with federal 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><u>File Contents</u></p> <p>Upon initial employment, the employee's file shall contain:</p> <ol style="list-style-type: none">1. Completed employment application form2. Letters of Recommendation3. Hospitalization forms4. Insurance beneficiary forms5. I-9 Immigration Form6. Clearances
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During the period of employment, the following additional data shall be maintained in personnel files:

1. Letter(s) of employment
2. Completed evaluations and rating forms
3. Disciplinary incidents
4. Special awards or distinctions

References:

School Code - 24 P.S. Sec. 111, 510

State Board of Education Regulations - 22 PA Code Sec. 8.1 et seq., 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 - 20 U.S.C. Sec. 6311

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 - 504