

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: September 21, 2006

REVISED: October 21, 2010

CARLISLE AREA SCHOOL DISTRICT

424. PERSONNEL FILES	
<p>1. Authority</p> <p>SC 510</p>	<p>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.</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 Board policies, administrative guidelines, rules and procedures; and evidence of completed evaluations.</p>
<p>2. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 2000ff et seq 42 U.S.C. Sec. 12112</p>	<p>The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare administrative regulations 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>3. Guidelines</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 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 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>8 CFR Sec. 274a.2</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</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 form.2. Copy of appropriate certificate.3. Transcripts.4. Recommendations.5. Retirement registration.6. Hospitalization forms.7. Income withholding information.8. I-9 Immigration Form.9. Criminal history and child abuse clearance statements. <p>During the period of employment, the following additional data may be maintained in personnel files:</p> <ol style="list-style-type: none">1. Rate of compensation.2. Completed copy of employment contract, where applicable.3. Attainment of advanced degrees and effect on compensation.4. Completed evaluations.5. Disciplinary incidents.6. Special awards or distinctions.
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References:

School Code – 24 P.S. Sec. 111, 510

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 – 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, 404