

SECTION: SUPPORT EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: October 19, 2006

REVISED: October 21, 2010

CARLISLE AREA SCHOOL DISTRICT

524. 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 regulations, 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, if applicable.3. Transcripts, if applicable.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 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, 504