

Book	Policy Manual
Section	300 Employees
Title	Personnel Files
Code	324
Status	Draft

### **Authority**

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 an administrative, professional or support employee of the district.

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.[\[1\]](#)

### **Delegation of Responsibility**

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.

### **Guidelines**

A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.

Medical records shall be kept in a file separate from the employee's personnel file.[\[2\]](#)[\[3\]](#)

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.

Personnel records shall be available to the Board but only as required in the performance of its designated functions as a School Board and as approved by a majority vote of the Board.

Personnel files shall be reviewed at intervals established by the district, and material no longer required shall be destroyed.[\[4\]](#)

Administrative, professional and support employees shall have access to their own file. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.[\[5\]](#)[\[6\]](#)

### **Title I Schools**

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.[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

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.[\[7\]](#)[\[8\]](#)[\[9\]](#)

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.[\[7\]](#)[\[10\]](#)[\[11\]](#)

Legal

[1. 24 P.S. 510](#)

[2. 42 U.S.C. 2000ff et seq](#)

[3. 42 U.S.C. 12112](#)

4. Pol. 800

[5. 43 P.S. 1321](#)

[6. 43 P.S. 1322](#)

[7. 20 U.S.C. 6311](#)

[8. 20 U.S.C. 7801](#)

[9. 22 PA Code 403.4](#)

10. Pol. 304

[11. 22 PA Code 403.5](#)

[24 P.S. 111](#)

[22 PA Code 8.1 et seq](#)

[23 Pa. C.S.A. 6301 et seq](#)

[43 P.S. 1321 et seq](#)

[42 U.S.C. 12101 et seq](#)

[8 CFR 274a.2](#)