

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: ~~ADMINISTRATIVE~~  
EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: August 19, 2002

REVISED: March 15, 2004  
November 19, 2007

324. 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 school 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 school 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 <u>or designee</u> , 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 from the employee's personnel file.  Only information that pertains to the professional role of the <del>administrative</del> -employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file.  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> <del>Administrative e</del> 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.  A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.

Personnel who wish 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 attached to the file indicating the date and person reviewing.

#### Appeals

Personnel choosing 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 ~~directly involved~~ responsible for supervising the employee and permit the addition of employee comments.

#### Title I Schools

In accordance with law, the district shall release to parents/guardians, upon request, the Professional qualifications and academic degrees of any teacher providing instruction or of any paraprofessionals providing 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.

The school district shall notify parents 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.

#### File Contents

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

1. Completed employment application form.
2. Copy of certificate, where applicable.

8 CFR  
Sec. 274a.2  
SC 111  
Title 22  
Sec. 8.1 et seq  
23 Pa. C.S.A.  
Sec 6301 et seq

3. Transcripts
4. Recommendations
5. I-9 Immigration Form
6. Criminal history, child abuse clearance statements and FBI fingerprint record.

During the period of employment, the following additional data shall be maintained in personnel files:

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.

References:

School Code – 24 P.S. Sec. 111, 510

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

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](#)

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Immigration Reform and Control, Title 8, Code of Federal Regulations – 8 CRF Sec. 274a.2