



**NORTH ALLEGHENY  
SCHOOL DISTRICT**

<b>SECTION:</b>	<b>ADMINISTRATIVE EMPLOYEES</b>
<b>TITLE:</b>	<b>PERSONNEL FILES</b>
<b>ADOPTED:</b>	<b>8/24/16</b>
<b>REVISED:</b>	

<p>Pol. 000</p> <p>SC 510</p> <p>Pol. 800</p> <p>42 U.S.C. Sec. 2000ff et seq 42 U.S.C. Sec. 12112</p>	<p style="text-align: center;"><b>324 - <u>PERSONNEL FILES</u></b></p> <p><b>Section 1. <u>Authority</u></b></p> <p>a. 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 employee of the District.</p> <p>b. 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><b>Section 2. <u>Delegation of Responsibility</u></b></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><b>Section 3. <u>Guidelines</u></b></p> <p>a. A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.</p> <p>b. Medical records shall be kept in a file separate from the employee's personnel file.</p> <p>c. 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>d. Personnel records shall not be available to individual Board members.</p> <p>e. Personnel files shall be reviewed periodically, and material no longer required shall be destroyed.</p>
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43 P.S.  
Sec. 1321, 1322

43 P.S.  
Sec. 1322, 1323

f. Employee Access

1. Administrative employees shall have access to their own file, except that information relative to confidential employment references/ recommendations or matters pertaining to pending litigation or criminal investigation shall not be available for review by the employee.
2. Employees wishing to review their own records shall:
  - Request access in writing.
  - Review the record in the presence of the Director of Human Resources or designee responsible to maintain personnel records.
  - Make no alterations to the record, nor remove any material.
  - Sign a log attached to the file indicating the date and person reviewing.
3. Administrative employees shall also have the right to submit a written answer to any accessible materials in his/her personnel file to refute or to substantiate any matter contained therein, and such answer shall become part of his/her personnel file.
  - The administrative employee shall have the right to initial and to date each page of any material in his/her file.
  - Any administrative employee shall have the right to obtain copies of any item or items in his/her file.
4. Individual personnel files shall be confidential. The examination of this file shall be limited to certified administrative District supervisory personnel or their confidential staff.
5. Each employee's file shall contain a record indicating who has examined it, the date examined, and the reason for such examination. Personnel files shall be housed at the District Office.

g. Appeals - Employees who choose 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.

8 CFR  
Sec. 274a.2

SC 111  
Title 22  
Sec. 8.1 et seq  
23 Pa. C.S.A.  
Sec. 6301 et seq  
Pol. 303

4. The responsible administrator shall:
  - Refer the appeal to the District administrator responsible for supervising the employee.
  - Permit the addition of employee comments.
- h. File Contents - Upon initial employment, the employee's file shall contain:
  1. Completed employment application form.
  2. Copy of certificate.
  3. Transcripts.
  4. Recommendations.
  5. Retirement registration.
  6. Hospitalization forms.
  7. Annuity forms.
  8. Insurance beneficiary forms.
  9. I-9 Immigration form.
  10. Pennsylvania State Police Clearance, PA Child Abuse History Clearance, and Federal Bureau of Investigation Report.
- i. 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. Attendance record.
  5. Completed evaluations.
  6. Disciplinary incidents.
  7. 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., 403.4, 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, 303, 304, 800