

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: October 20, 2011

REVISED:

324. PERSONNEL FILES	
<p>1. Purpose</p> <p>SC 1850.1</p>	<p>Orderly operation of the center requires maintenance of 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 center.</p> <p>The Joint Operating Committee 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 the Joint Operating Committee 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 Joint Operating Committee delegates the establishment and maintenance of the official personnel records to the Administrative Director 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 Joint Operating Committee may be entered in the official record 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 Joint Operating Committee but only as required in the performance of its designated functions as a Joint Operating Committee, and as approved by a majority vote of the Joint Operating Committee.</p>

<p>43 P.S. Sec. 1321, 1322</p> <p>43 P.S. Sec. 1322, 1323</p>	<p><u>Employee Access</u></p> <p>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.</p> <p>Employees who wish to review their own records shall:</p> <ol style="list-style-type: none">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 to the record, nor remove any material.4. Sign a log attached to the file indicating the date and person reviewing. <p><u>Appeals</u></p> <p>To appeal material in their personnel file, employees shall submit a written request to the administrator or designee responsible to maintain the records and shall specify:</p> <ol style="list-style-type: none">1. Name and date.2. Material to be appealed.3. Reason for appeal. <p>The responsible administrator shall refer the appeal to the administrator directly involved and permit the addition of employee comments.</p> <p><u>File Contents</u></p> <p>Upon initial employment, an employee's file shall contain:</p> <ul style="list-style-type: none">Completed employment application form.Copy of certificate, where applicableTranscripts.Recommendations
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<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>Retirement registration</p> <p>Hospitalization forms</p> <p>Annuity forms</p> <p>Insurance beneficiary forms</p> <p>I-9 Immigration form.</p> <p>Criminal history and child abuse clearance statements.</p> <p>During the period of employment, the following additional data shall be maintained in personnel files.</p> <ul style="list-style-type: none">Rate of compensationCompleted copy of employment contract, where applicableAttainment of advanced degrees and effect on compensationAttendance record.Completed evaluationsDisciplinary incidentsSpecial award or distinctions <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Inspection of Personnel Files – 43 P.S. Sec. 1321 et seq.</p> <p>Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C. Sec. 2000ff et seq.</p>
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	<p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Immigration Reform and Control, Title 8, Code of Federal Regulations – 8 CFR Sec. 274a.2</p> <p>Joint Operating Committee Policy – 000, 304</p>
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