

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: October 20, 2011

REVISED:

524. PERSONNEL FILES	
1. Purpose	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 employee.
2. Authority SC 510	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 statutes and local benefit programs, conformance with the center's procedures, and evidence of completed evaluations.
3. Delegation of Responsibility	The Joint Operating Committee delegates the establishment and maintenance of official personnel records to the Administrative Director or designee 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 work-related role of the employee and is submitted by duly authorized administrative personnel and the Joint Operating Committee may be entered in the official personnel file.
43 P.S. Sec. 1321 et seq	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 upon a majority vote of the Joint Operating Committee members. Classified 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.
	Personnel wishing 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 to the record, nor remove any material.
4. Sign a log attached to the file indicating the date and person reviewing.

Employee Appeals

Personnel who choose to appeal material in their records shall make a request in writing 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 responsible for supervising the employee.

File Contents

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

Completed employment application form.

Transcripts.

Recommendations.

Retirement registration

Hospitalization forms.

Annuity forms.

Insurance beneficiary forms.

I-9 Immigration Form.

<p>SC 111 Title 22 Sec 8.1 et seq 23 Pa., C.S.A. Sec. 6301 et seq</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> <p>Rate of compensation</p> <p>Completed copy of employment contract</p> <p>Attainment of advanced degrees and effect on compensation</p> <p>Attendance record</p> <p>Completed evaluations</p> <p>Disciplinary incidents</p> <p>Special awards or distinctions</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 403.5</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>No Child Left Behind – 20 U.S.C. Sec. 6311</p> <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>Board Policy – 504</p>
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