BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: March 14, 2006

REVISED: April 10, 2007

	524. 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 district employee; this includes bus drivers for contracted carriers.
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 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 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.
	Bus drivers who are employed by the school district or by contracted carriers must have copies of required child abuse and criminal background clearances on file in the district office.
42 U.S.C.	Medical records shall be kept in a file separate from the employee's personnel file.
	Only information that pertains to the employment 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 Board and as approved by a majority vote of the Board.
	Employees shall be required to provide or aid in the acquisition of information to

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	complete or revise personnel records, at the request of the Superintendent or designee.
	Employee Access
43 P.S. Sec. 1321-1324	Support 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.
	Appeals
	Personnel who choose to appeal material in their records shall make a written request to the administrator delegated to maintain the records and shall specify name and date, material to be appealed, and reason for appeal.
	The responsible administrator shall refer the appeal to the administrator responsible for supervising the employee.
	Title I Schools
20 U.S.C. Sec. 6311 Pol. 504	In accordance with federal 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.
School Code 111	
PA Code Title 22 Sec. 403.1	
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PA Statute	
23 Pa. C.S.A.	
6301 et seq	
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43 P.S.	
Sec. 1321-1324	
Sec. 1321-1324	
20 U.S.C.	
Sec. 6311	
42 II C C	
42 U.S.C.	
Sec. 12101 et seq	
8 CFR	
Sec. 274a.2	
Sec. 274a.2	
Board Policy	
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