

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	<p>A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.</p> <p>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.</p>
42 U.S.C. Sec. 12101 et seq	<p>Medical records shall be kept in a file separate from the employee's personnel file.</p> <p>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.</p> <p>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 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.</p> <p>Employees shall be required to provide or aid in the acquisition of information to</p>

524. PERSONNEL FILES - Pg. 3

PA Statute
23 Pa. C.S.A.
6301 et seq

43 P.S.
Sec. 1321-1324

20 U.S.C.
Sec. 6311

42 U.S.C.
Sec. 12101 et seq

8 CFR
Sec. 274a.2

Board Policy
504