

WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: February 25, 2002

REVISED: March 23, 2015

324. PERSONNEL FILES	
<p>1. Authority</p> <p>SC 510</p>	<p>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, professional or classified employee of the district.</p> <p>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 procedures and rules; and evidence of completed evaluations.</p>
<p>2. Definition</p>	<p>The term personnel file includes the employment application, disciplinary notices, commendations, authorization for deductions or withholding of pay, fringe benefit information, leave records, employment history with the employer, wage or salary information, job titles, dates of changes in job titles, retirement record, attendance records, and performance evaluations.</p> <p>The term personnel file does not include records relating to the investigation of a possible criminal offense; letters of reference documents which are being developed or prepared for use in civil, criminal, or grievance procedures; medical records; or materials which are used by the employer to plan for future operations or credit information.</p>
<p>3. Delegation of Responsibility</p>	<p>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.</p>
<p>4. Guidelines</p> <p>42 U.S.C. Sec. 2000ff et seq 42 U.S.C. Sec. 12112</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>43 P.S. Sec. 1321, 1322</p>	<p>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>Personnel records shall be available to the Board but only as required in the performance of its designated functions as a School Board and as approved by a majority vote of the Board.</p> <p>Administrative, professional and classified 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>Personnel files are available for inspection during working hours in the Personnel Office. An employee may inspect his/her personnel file by submitting a written request to the Director of Human Resources stating either the purpose of the inspection or the specific parts of the file to be inspected.</p> <p>A representative of the employer shall be present during the inspection. Employees are entitled to take notes from items in the files. Employees may copy any information in accordance with district procedures to cover expenses of the copy.</p> <p>In the event an employee believes there is an error in his/her file, the employee's written version will be included in the file.</p> <p>Under no circumstances shall employees be permitted to alter or remove any portion of the file.</p> <p><u>Title I Schools</u></p>
<p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801 Pol. 304</p>	<p>In accordance with law, the district shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction 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.</p>
<p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801</p>	<p>The district shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.</p>

<p>Title 22 Sec. 403.5 20 U.S.C. Sec. 6311 Pol. 304</p>	<p>In accordance with 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.</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., 403.4, 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 Act – 20 U.S.C. Sec. 6311, 7801</p>
	<p>Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C. Sec. 2000ff et seq.</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 – 304, 800</p>