

CHESTER COUNTY  
 INTERMEDIATE  
 UNIT 24

SECTION: EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: JULY 21, 2010

READOPTED: SEPTEMBER 16, 2015

324. PERSONNEL FILES	
<p>1. Authority</p>	<p>Orderly operation of the Intermediate Unit requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an employee of the Intermediate Unit.</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 regulations, rules and procedures; and evidence of completed evaluations.</p>
<p>2. Delegation of Responsibility</p>	<p>The Executive Director or designee shall be responsible for establishing and maintaining a personnel file for each employee, consistent with all laws and regulations pertaining to the confidentiality of such information.</p> <p>The Executive Director or designee 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>42 U.S.C.                      Sec. 12112</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 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 an Intermediate Unit Board and as approved by a majority vote of the Board.</p>

<p>43 P.S. Sec. 1321, 1322</p> <p>43 P.S. Sec. 1322, 1323</p>	<p>Personnel files shall be reviewed periodically, and material no longer required shall be destroyed.</p> <p><u>Employee Access</u></p> <p>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"><li>1. Request access in writing or by phone and schedule an appointment.</li><li>2. Review the record in the presence of the administrator or designee responsible to maintain personnel records.</li><li>3. Make no alterations to the record, nor remove any material.</li></ol> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 964</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>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 – 000</p>
---	--