

# DELAWARE VALLEY SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PERSONNEL FILES  
CLASSIFIED EMPLOYEES

ADOPTED: FEBRUARY 19, 2014

REVISED: JANUARY 16, 2014

<b>324.2 PERSONNEL FILES – CLASSIFIED EMPLOYEES</b>	
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.
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.
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 professional 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>New employees must provide all information which is required by law or is necessary for enrollment in the fringe benefit program. The district may withhold the pay of any employee who has not provided the necessary materials within the first thirty (30) days of employment. It is the responsibility of the employee to update this information.</p> <p>Access to an employee's personnel file may be given to the following people without the consent of the employee:</p> <ol style="list-style-type: none"> <li>1. Superintendent or designee.</li> </ol>

<p>43 P.S. Sec. 1321-1324</p>	<ol style="list-style-type: none"> <li>2. Board President, only when specifically authorized in executive session by a consensus of Board members present and with the Superintendent or designee supervising.</li> <li>3. Employee's immediate supervisor.</li> <li>4. Administrators with direct line responsibility for supervising the employee.</li> <li>5. Designated clerical staff.</li> </ol> <p>Personnel records will be released when subpoenaed or under court order. Personnel information may be released to federal and state officials for auditing purposes without the consent of the employee. Access by other persons will be denied without the written consent of the employee. The employee's request for release of records must specify which records are to be released and to whom they are to be released. Separate consent request will be required each time information is to be released.</p> <p>At any time an employee may prepare a written statement to be included in their personnel file. This statement must be signed and dated by the employee.</p> <p><u>Employee Access</u></p> <p>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.</p> <p>Personnel wishing to review their own records shall:</p> <ol style="list-style-type: none"> <li>1. Request access in writing or orally to the Superintendent's office.</li> <li>2. Review the record in the presence of the administrator or designee responsible to maintain personnel records.</li> <li>3. Make no alteration to the record, nor remove any material.</li> </ol> <p><u>Appeals</u></p> <p>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:</p> <ol style="list-style-type: none"> <li>1. Name and date.</li> <li>2. Material to be appealed.</li> <li>3. Reason for appeal.</li> </ol>
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<p>20 U.S.C. Sec. 6311 Pol. 504</p> <p>School Code 111</p> <p>PA Code Title 22 Sec. 403.1</p> <p>PA Statute 23 Pa. C.S.A. 6301 et seq</p> <p>43 P.S. Sec. 1321-1324</p> <p>20 U.S.C. Sec. 6311</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>8 CFR Sec. 274a.2</p> <p>Board Policy 504</p>	<p>The responsible administrator shall refer the appeal to the administrator responsible for supervising the employee and permit the addition of employee comments.</p> <p><u>Title I Schools</u></p> <p>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.</p>
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