 **No. 309**

 **SECTION: EMPLOYEES**

**TITLE: PERSONNEL FILES**

**MEDICAL ACADEMY ADOPTED: 10/8/13**

**CHARTER SCHOOL REVISED:**

 309. PERSONNEL FILES

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 school policies and rules and evidence of completed evaluations.

The Board delegates the establishment and maintenance of official personnel records to the Principal/CEO or designee, who shall prepare guidelines defining the material to be incorporated into personnel files.

A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.

Only information that pertains to the role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file.

Specific personnel files will be made available for review by Board members only by majority vote of the Board in extraordinary circumstances where access is deemed appropriate for performance of a Board function.

Employee Access

Professional 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:

• request access in writing.

• review the record in the presence of the administrator or designee responsible to maintain

 personnel records.

• make no alterations to the record, nor remove any material.

309. PERSONNEL FILES- pg. 2

• 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 specify the name and date, material to be appealed, and reason for appeal.

The responsible administrator shall hear the appeal and make a determination subject to review by the Principal/CEO on request of the employee.

File Contents

Upon initial employment, the employee’s file shall contain:

• resume

• letter of interest

• complete employment application form

• copy of appropriate certificate

• transcripts

• references

• recommendations

• retirement registration

• hospitalization forms

• insurance beneficiary forms.

• I-9 Immigration Form

• Act 34, Act 114, and Act 151 clearance statements.

During the period of employment, the following additional data shall be maintained in personnel files:

• rate of compensation

• completed copy of employment contract

• attendance record

• completed evaluations

• disciplinary incidents

• special awards or distinctions

• warning letters

• any criticism or failure to follow directives or policy

• any comments or internal memorandum regarding the action or actions of the employee

NOTE:

I-9 – Form – Immigration & Reform and Control Act, 1986

Title I Schools

In accordance with federal law, the school shall release to parents, upon request, information regarding the professional qualifications and academic degrees of any teacher providing

309. PERSONNEL FILES- pg. 3

instruction to their child at a school receiving Title I funds. The school shall annually notify parents at the beginning of the school year about their right to request such information.

The school shall notify parents 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.

References:

School Code 111 12 Pa. C.S.A. 6301 et seq 43 P.S. Sec. 1321-1324 20 U.S.C. Sec. 6311 20

 U.S.C. Sec. 7801 8 CFR Sec. 274a.2

Board Policy404