



Section ADMINISTRATIVE EMPLOYES

Title PERSONNEL FILES

LACKAWANNA TRAIL. SCF400L DISTRICT

Adopted

Revised

Lackawanna Trail School District

324. PERSONNEL FILES

I. Purpose

It is necessary for the orderly operation of the school district to maintain a file for the retention of all papers bearing upon an individual's duties and responsibilities as an employe of the district.

Authority

The Board requires that sufficient records be maintained to ensure an employe's qualifications for the job held, compliance with federal and State statutes, local benefit programs, and conformance with district rules and evidence of completed evaluations.

3. Delegation of Responsibility

The Board delegates the establishment and maintenance of official personnel records to the Superintendent and **to** the Business Manager. A central file shall be maintained; supplemental records may be maintained for ease in data gathering. Only that information which pertains to the professional role of the administrative employe and is submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. A copy of each such entry shall be made available to the employe except for matters pertaining to pending litigation or criminal investigation.

Personnel records shall not be available to the Board except as may be required in the performance of its functions as a Board.

Administrators shall have access to their own file, except that certain information in the file shall be available for review by the employe.

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Personnel wishing to review their own records shall request access, review the record in the presence of the administrator designated to maintain said records, or his/her designee, make no alterations or additions to the record, nor remove any material therefrom.

The Superintendent shall prepare guidelines **defining the material to be incorporated into personnel records.**

Such records **shall contain the following** minimum data: a completed employment application form, a copy of teaching certificate, where **applicable, transcripts, recommendations, physical examination record, retirement registration, hospitalization forms, and income withholding information.**

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