



Section PROFESSIONAL EMPLOYEES

Title PERSONNEL FILES

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

Lackawanna Trail School District

424. PERSONNEL FILES

1. 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.

2. 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 Business Manager.

A central file shall be maintained; supplemental records may be maintained for ease in data gathering only by individual supervisors and principals.

Only that information which pertains to the professional role of the 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.

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Professional employes shall not have access to their own file, except that certain information in the file shall be available for review by the employe.

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

Personnel wishing to appeal material in their record shall make a request in writing to the administrator delegated to maintain the records and specify therein: name and date, material to be appealed, reason for appeal.

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; transcripts; physical examination record; retirement registration; hospitalization forms; annuity forms; insurance beneficiary forms; income withholding information; and loyalty oath.

During the period of employment, the following data shall be maintained in personnel files: rate of compensation; completed copy of employment contract; attainment of advanced degrees and effect, if any, on compensation; attendance record; completed evaluations; disciplinary incidents; special awards or distinctions; and annual or special health examinations in addition to the data required upon initial employment.

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