



Section CLASSIFIED EMPLOYEES

Title PERSONNEL FILES

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

# Lackawanna Trail School District

	<p style="text-align: center;">524. PERSONNEL FILES</p> <p>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.</p> <p>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.</p> <p>3. Delegation of Responsibility      The Board delegates the establishment and maintenance of official personnel records to the Superintendent and the Business Manager.</p> <p style="padding-left: 40px;">A central file shall be maintained; supplemental records shall be maintained for ease in data gathering only by individual supervisors or department heads.</p> <p style="padding-left: 40px;">Personnel records shall not be available to Board members except as may be required in the performance of their job.</p> <p style="padding-left: 40px;">Personnel wishing to review their own records shall request access in writing; 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.</p> <p style="text-align: center;">page 1 of 2</p>	<p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44</p>
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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, and reason for appeal.

Such records shall contain the following minimum data: a completed employment application form, retirement registration, hospitalization forms, and insurance beneficiary forms.

During the period of employment, the following data shall be maintained in personnel files: rate of compensation; completed copy of employment contract, where applicable; attendance record; completed evaluations; disciplinary incidents; special awards or distinctions; annual of special health examinations in addition to the data required upon initial employment.

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