



**SECTION: EMPLOYEES**

**POLICY: 324**

**TITLE: REVIEW OF PERSONNEL  
FILE**

**ORIGINAL:** November 28, 1983

**CURRENT REVISION:** February 7,  
2022

**LAST REVIEWED BY THE  
COMMITTEE:**

**I. 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 an administrative, professional or support employee of the district.

**II. DEFINITIONS**

None.

**III. POLICY**

- A. 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 Board policies, administrative regulations, rules and procedures; and evidence of completed evaluations.
- B. A central file shall be maintained; supplemental records may be maintained only for ease in data gathering
- C. Medical records shall be kept in a file separate from the employee's personnel file.
- D. 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. A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.
- E. Personnel records shall not be available to individual Board members.
- F. Administrative, professional and support employees shall have access to their own file. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.
- G. Title I schools
  - a. In accordance with law, the district shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction 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.

- b. The district shall notify parents/guardians 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.
- c. In accordance with 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.

**IV. DELEGATION OF AUTHORITY**

The Board delegates the establishment and maintenance of official personnel records to the Director of Human Resources, who shall prepare administrative guidelines defining the material to be incorporated into personnel files.

**V. REFERENCES**

24 P.S. 510  
42 U.S.C. 2000ff et seq  
42 U.S.C. 12112  
Pol. 800  
43 P.S. 1321  
43 P.S. 1322  
20 U.S.C. 6311  
20 U.S.C. 7801  
22 PA Code 403.4  
Pol. 304  
1 22 PA Code 403.5  
24 P.S. 111  
22 PA Code 8.1 et seq  
23 Pa. C.S.A. 6301 et seq  
8 CFR 274a.2  
43 P.S. 1321 et seq  
42 U.S.C. 12101 et seq