

<p style="text-align: center;"><b>BLOOMSBURG AREA SCHOOL DISTRICT</b> <b>Policy Manual</b></p>
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Section: ADMINISTRATIVE EMPLOYEES

Title: PERSONNEL FILES

Date Adopted: August 17, 1981

Date Last Revised: December 16, 2002

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**324. PERSONNEL FILES**

- .1 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 employee of the district.
- .2 The Board requires that sufficient records be maintained to ensure an employee'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 The Board delegates the establishment and maintenance of official personnel records to the Superintendent.
- .4 Only that information which pertains to the professional role of the administrative employee, and is submitted by duly authorized school administrative personnel and the Board might be entered in the official record file.
- .5 An administrator shall not have access to his/her own file, except that certain information in the file shall be available for review by the employee.
- .6 An administrator wishing to review his/her own record shall review the record in the presence of the Superintendent, at a time convenient for both parties, and make no alterations or additions to the record, nor remove any material therefrom.
- .7 An administrator wishing to appeal material in his/her record shall make a request in writing to the Superintendent and specify therein:
  - .71 material to be appealed
  - .72 reason for appeal

- .73 employee comments.
- .8 The Superintendent shall permit the addition of employee comments.
- .9 Material to be incorporated into personnel records shall include the following:
  - .91 Upon initial employment, the file shall contain:
    - .911 a completed employment application form
    - .912 a copy of teaching and administrative certificates, where applicable
    - .913 transcripts
    - .914 recommendations
    - .915 physical examination record
    - .916 retirement registration
    - .917 hospitalization forms
    - .918 insurance beneficiary forms
    - .919 a recent photograph
    - .920 and other such material deemed necessary.
  - .92 During the period of employment, the following data shall be maintained in personnel files:
    - .921 rate of compensation
    - .922 completed copy of employment contract, where applicable
    - .923 attainment of advanced degrees or course work
    - .924 attendance record
    - .925 completed evaluations
    - .926 disciplinary incidents
    - .927 special awards or distinctions
    - .928 and other data deemed necessary in addition to the data required upon initial employment.