

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

Section: PROFESSIONAL EMPLOYEES

Title: PERSONNEL FILES

Date Adopted: August 17, 1981

Date Last Revised: June 16, 2003

424. 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 A central file shall be maintained. Supplemental records may be maintained for ease in data gathering by individual supervisors and principals.
 - .41 Only that information which pertains to the professional role of the employee and is submitted by duly authorized school administrative personnel or the Board might be entered in the official record file.
 - .42 Professional employees shall not have access to their own file. Information in the file shall be available for review by the employee, according to the negotiated agreement.
 - .43 Personnel wishing to review their own records shall
 - .431 review the record in the presence of the administrator designated to maintain said records, or his/her designee, at a time convenient for both parties

- .432 make no alterations or additions to the record, nor remove any material therefrom.
 - .44 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:
 - .441 material to be appealed
 - .442 reason for appeal
 - .443 employee comments
 - .45 The appropriate administrator shall permit the addition of employee comments.
- .5 The Superintendent shall prepare guidelines defining the material to be incorporated into personnel files.
 - .51 Upon initial employment, the file shall contain:
 - .511 a completed employment application form
 - .512 a copy of teaching certificate
 - .513 transcripts
 - .514 recommendations
 - .515 physical examination record
 - .516 retirement registration
 - .517 hospitalization forms
 - .518 insurance beneficiary forms
 - .519 and other such material deemed necessary.
 - .52 During the period of employment, the following data shall be maintained in personnel files:
 - .521 rate of compensation
 - .522 completed copy of employment contract
 - .523 attainment of advanced degrees and effect, if any, on compensation

- .524 attendance record
- .525 completed evaluations
- .526 disciplinary incidents
- .527 special awards or distinctions
- .528 and other data deemed necessary, in addition to the data required upon initial employment.