

<b>BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</b>
--

Section: CLASSIFIED EMPLOYEES

Title: PERSONNEL FILES

Date Adopted: August 17, 1981

Date Last Revised: June 16, 2003

---

**524. PERSONNEL FILES**

- .1 It is necessary for the orderly operation of the school district to maintain a file for the retention of all documents 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 Business Administrator.
- .4 A central file shall be maintained; supplemental records may be maintained for ease in data gathering by individual supervisors.
  - .41 Only that information which pertains to the assigned role of the employee and is submitted by duly authorized school administrative personnel or the Board may be entered in the official personnel file.
  - .42 Personnel wishing to review their own records shall
    - .421 review the record in the presence of the administrator designed to maintain said records, or his/her designee, at a time convenient for both parties.
    - .422 name no alterations or additions to the record nor remove any material therefrom.

- .43 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:
  - .431 material to be appealed
  - .432 reason for appeal
  - .433 employee comments.
- .44 The appropriate administrator shall permit the addition of employee comments.
- .5 The Business Administrator shall prepare guidelines defining the material to be incorporated into the personnel files.
  - .51 Upon initial employment, the file shall contain:
    - .511 a completed employment application form
    - .512 recommendations
    - .513 physical examination record
    - .514 retirement registration
    - .515 hospitalization forms
    - .516 insurance beneficiary forms
    - .517 a recent photograph
    - .518 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, where applicable
    - .523 attendance record
    - .524 completed evaluations
    - .525 disciplinary incidents

- .526 special awards or distinctions
- .527 and other data deemed necessary, in addition to the data required upon initial employment.