

# MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: October 24, 2007

REVISED: November 14, 2007

324. PERSONNEL FILES	
1. 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 employee of the district.
2. Authority	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 district rules, and evidence of completed evaluations.
3. Delegation of Responsibility	The Board delegates the establishment and maintenance of official personnel records to the Superintendent, who shall prepare guidelines defining the material to be incorporated into the personnel files.
4. Guidelines	A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.
42 U.S.C. Sec. 12101 et seq	Medical records shall be kept in a file separate from the employee's personnel file.  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 may be entered in the official record file.  Personnel records shall not be available to the Board except as may be required in the performance of its functions as a Board.
43 P.S. Sec. 1321-1324	Administrators shall have access to their own file.  Personnel who wish to review their own records shall review the record in the presence of the administrator designated to maintain said records, or his/her designee, and shall make no alterations or additions to the record, nor remove any material therefrom.

	<p>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.</p>
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