

Book	Policy Manual
Section	300 Employees
Title	Personnel Files
Code	324
Status	Active
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Authority

Orderly operation of the school requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an administrative, professional, project, or support employee of the school.

The Joint Operating Committee 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 Joint Operating Committee policies, administrative regulations, rules and procedures; and evidence of completed evaluations.[\[1\]](#)

Delegation of Responsibility

The Joint Operating Committee delegates the establishment and maintenance of official personnel records to the Administrative Director or designee, who shall prepare administrative regulations defining the material to be incorporated into personnel files.

A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.

Medical records shall be kept in a file separate from the employee's personnel file.[\[2\]](#)[\[3\]](#)

Guidelines

Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Joint Operating Committee 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.

Personnel records shall be available to the Joint Operating Committee but only as required in the performance of its designated functions as a Joint Operating Committee and as approved by a majority vote of the Joint Operating Committee.

Personnel files shall be reviewed at intervals established by the school, and material no longer required shall be destroyed.[\[4\]](#)

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.[\[5\]](#)[\[6\]](#)

Legal

1. 24 P.S. 1850.1
2. 42 U.S.C. 2000ff et seq
3. 42 U.S.C. 12112
4. Pol. 800
5. 43 P.S. 1321
6. 43 P.S. 1322
- 24 P.S. 111
- 23 Pa. C.S.A. 6301 et seq
- 43 P.S. 1321 et seq
- 42 U.S.C. 12101 et seq
- 8 CFR 274a.2
- Pol. 304