

SECTION: SUPPORT EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: November 5, 1998

REVISED: September 23, 2004

COUNCIL ROCK SCHOOL DISTRICT

524. 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 statutes 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 and/or the Director of Human Resources, who shall develop regulations specifying the information to be retained in 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 assigned role of the employee and is submitted by duly authorized school administrative personnel and the Board may be entered in the official personnel file. Personnel records shall not be available to Board members except as may be required in the performance of their job.
43 P.S. Sec. 1321-1324	Personnel wishing to review their own records shall request access upon twenty-four (24) hours notice. Materials may be copied at the expense of the employee. The employee shall be permitted to attach an explanation/statement or clarification expressing his/her viewpoint to any items to be placed in his/her file in the administrative office.

20 U.S.C.
Sec. 6311
Pol. 505

School Code
111

PA Code
Title 22
Sec. 403.1

PA Statute
23 Pa. C.S.A.
6301 et seq

43 P.S.
Sec. 1321-1324

20 U.S.C.
Sec. 6311

8 CFR
Sec. 274a.2

Board Policy
504

Title I Schools

In accordance with federal law, the district shall release to parents, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The district shall annually notify parents at the beginning of the school year about their right to request such information.