

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES
TITLE PERSONNEL FOLDERS

ADOPTED: May 14, 2014

REVISED: Formerly 3010,3020

324. PERSONNEL FOLDERS	
<p>1. <i>Purpose</i></p>	<p>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.</p>
<p>2. <i>Guidelines</i></p>	<p>A personnel folder for each employee shall be kept in the District Office. New employees will submit to the personnel office the Superintendent and/or the Business Office (Payroll Department) all required paperwork.</p>
<p><i>42 U.S.C. Sec. 12101 et seq</i></p>	<p>Medical records shall be kept in a file separate from the employee's personnel file.</p>
<p><i>43 P.S. Sec. 1321-1324</i></p>	<p>Personnel files are available for inspection during working hours of the personnel office. An employee may inspect his/her personnel file upon request to the personnel office, stating either the purpose of the inspection or the specific parts of the file to be inspected.</p> <p>A representative of the employer shall be present during the inspection. Employees are entitled to take notes from items in the files. Employees may copy information at a cost determined by administration to cover expenses of the copy.</p> <p>Under no circumstances shall employees be permitted to alter or remove any portion of the file.</p>
<p><i>324-AR</i></p>	<p>See also Administrative Regulation 324.</p>