

SECTION: CLASSIFIED PERSONNEL

TITLE: PERSONNEL FOLDERS

ADOPTED: October 15, 2012

REVISED:

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

524. PERSONNEL FOLDERS	
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	A personnel folder for each employee shall be kept in the district office. New employees will submit to the personnel office the information requested by the Central Office and/or the Business Office (Payroll Department).
42 U.S.C. Sec. 12101 et seq	Medical records shall be kept in a file separate from the employee's personnel file.
43 P.S. Sec. 1321-1324	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. 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. Under no circumstances shall employees be permitted to alter or remove any portion of the file.
20 U.S.C. Sec. 6311 Pol. 504	<u>Title I Schools</u> In accordance with federal law, the district shall release to parents/guardians, upon request, the qualifications of any paraprofessional who provides instructional support to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information. See Also Administrative Regulation

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

42 U.S.C.
Sec. 12101 et seq

8 CFR
Sec. 274a.2

Board Policy
504