

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: November 9, 1995

REVISED: January 11, 2007

Palmyra Area School District

| 324. PERSONNEL FILES | |
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| 1. Purpose | <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> |
| 2. Authority | <p>The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with Federal and State statutes, local benefit programs, and conformance with district rules and evidence of completed evaluations.</p> |
| 3. Delegation of Responsibility | <p>The Board delegates the establishment and maintenance of official personnel records to the Superintendent.</p> <p>Personnel records shall not be available to the Board except as may be required in the performance of its functions as a Board.</p> <p>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 make no alterations or additions to the record, nor remove any material therefrom.</p> <p>The Superintendent shall prepare guidelines defining the material to be incorporated into personnel records.</p> |