

SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: April 18, 2002

REVISED:

	324. PERSONNEL FILES
1. Purpose	Orderly operation of the center requires maintenance of a file for the retention of all records relative to an individual's duties and responsibilities as a center employee.
2. Authority	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 statutes and local benefit programs, conformance with center procedures, and evidence of completed evaluations.
3. Delegation of Responsibility	<p>The Joint Operating Committee delegates the establishment and maintenance of official personnel records to the Administrative Director or designee, who shall prepare guidelines defining the material to be incorporated into personnel files and timeliness for retention of such records.</p> <p>The Adult Education Coordinator shall maintain and control personnel records of adult education teachers and staff.</p>
4. Guidelines	<p>A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.</p> <p>Only information that pertains to the professional role of the administrative employee and is submitted by duly authorized administrative personnel and the Joint Operating Committee may be entered in the official record file.</p> <p>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 upon a majority vote by the Joint Operating Committee members.</p> <p>Personnel files shall be reviewed annually, and material no longer required shall be destroyed.</p>
43 P.S. Sec. 1321-1324	Administrative employees shall have access to their own file, except that information relative to confidential employment references/recommendations shall not be available for review by the employee.

Employee Review

Personnel who wish to review their own records shall:

1. Request access in writing twenty-four (24) hours in advance.
2. Review the record in the presence of the administrator or designee responsible to maintain personnel records.
3. Make no alterations or additions to the record, nor remove any material.
4. Sign a log attached to the file indicating the date and person reviewing.

Employee Appeals

Personnel choosing to appeal material in their records shall make a request in writing to the administrator delegated to maintain the records and shall specify:

1. Name and date.
2. Material to be appealed.
3. Reason for appeal.

The responsible administrator shall refer the appeal to the administrator directly involved and permit the addition of employee comments.

File Contents

Upon initial employment, the employee's file shall contain:

1. Completed employment application form.
2. Copy of certificate, where applicable.
3. Transcripts.
4. Recommendations.
5. Retirement registration.
6. Hospitalization forms.

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<p>SC 111 23 Pa. C.S.A. 6301</p> <p>School Code 111</p> <p>Act 286 of 1978</p> <p>PA Statute 23 Pa C.S.A. 6301</p>	<ol style="list-style-type: none">7. Insurance beneficiary forms.8. I-9 Immigration form.9. Act 34 and Act 151 clearance statements. <p>During the period of employment, the following additional data shall be maintained in personnel files:</p> <ol style="list-style-type: none">1. Rate of compensation.2. Completed copy of employment contract, where applicable.3. Attendance record.4. Completed evaluations.5. Disciplinary incidents.6. Special awards or distinctions.7. Conferences attended.
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