

# SUN AREA TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: May 16, 2002

REVISED:

	424. 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	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.
4. Guidelines	<p>A central file shall be maintained; supplemental records may be maintained only for ease in data gathering only by individual supervisors and principals.</p> <p>Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Joint Operating Committee may be entered in the official personnel 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> <p>Professional 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.</p>
43 P.S. Sec. 1321-1324	

Employee Review

Personnel wishing to review their own records shall:

1. Request access in writing.
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 who choose 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 responsible for supervising the employee 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 appropriate certificate.
3. Transcripts.
4. Recommendations.
5. Retirement registration.
6. Hospitalization forms.

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7. Insurance beneficiary forms.
8. I-9 Immigration Form.
9. Act 34 and Act 151 clearance statements.

During the period of employment, the following additional data shall be maintained in personnel files:

1. Rate of compensation.
2. Completed copy of employment contract.
3. Attainment of advanced degrees and effect on compensation.
4. Attendance record.
5. Completed evaluations.
6. Disciplinary incidents.
7. Special awards or distinctions.
8. Other data deemed important by the Administrative Director.
9. Personal leave day record.
10. Vacation record.
11. Conferences attended.