

# ALLENTOWN SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: 6/25/98

REVISED:

	524. PERSONNEL FILES
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, responsibilities, and performance as an employee of the district.
2. Authority	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, conformance with district rules, and evidence of completed evaluations.
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>
Act 286 of 1978	<p>An employee who wishes to review her/his own record shall review the record in the presence of the administrator designated to maintain said record, or her/his designee, and make no alterations or additions to the record nor remove any material therefrom. Appointments to review one's records shall be made at least twenty-four (24) hours in advance. A written record will be maintained of each appointment. Appointments will be honored in a timely fashion. Unless the request is to the contrary, each request will be honored within ten (10) business days following the date of the request.</p> <p>An employee who wishes to appeal material in her/his record shall make a request in writing to the administrator delegated to maintain the record and specify therein name and date, material to be appealed, and reason for appeal. An employee may rebut material in her/his file, by submitting said rebuttal in writing.</p> <p>The Superintendent or her/his designee shall prepare guidelines defining the material to be incorporated into the personnel records.</p>