

Avon Grove School District

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: October 17, 2000

REVISED:

424. 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 and responsibilities 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, evidence of completed evaluations, commendations, and written communication with the Board.
3. Delegation of Responsibility	The Board delegates the establishment and maintenance of official personnel records to the Superintendent, or designee.
4. Guidelines	<p>It is the responsibility of each employee to be properly certificated for the position they hold. The employee's personnel file is housed in the administration building. These records should be kept up-to-date and correct. Each employee has the responsibility to see that credits, transcripts, and diplomas are presented to the Personnel Office. While the administration will cooperate in resolving certification problems, it should be clearly understood that the administration does not initiate action. When there is a question as to the status of the certificate of an employee, the District is required to inform the Bureau of Teacher Preparation and Certification, in writing, that the certificate of an employee may have lapsed and request the Department's determination of the certificate's status. Personnel who do not have certification, or allow certification to expire will lose all rights as an employee.</p> <p>The Superintendent's office keeps no original certificates. An original certificate must be presented at time of initial employment. Copies will be made and filed.</p> <p>In addition to the employee's personnel file in the administration building, supplemental records may be maintained for ease in data gathering by individual supervisors and principals.</p> <p>Any employee in the district may, during business hours, have access to his/her personnel file at the district office, to review, comment on, or copy its contents and have the right to initial and date any page. This is the only recognized personnel file.</p>

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	<p>Employees shall receive a copy of all written statements relative to their evaluation and which are placed in the building principal's personnel file within ten (10) days of such placement. Failure of notification shall preclude the use of such statements in the evaluation of employees.</p> <p>Personnel wishing to appeal material in their personnel file shall submit in writing to the administrator delegated to maintain the records and specify therein: name and date, material appealed, and reason for appeal.</p> <p>The responsible administrator shall permit the addition of employee comments.</p> <p>The Superintendent shall prepare guidelines defining the material to be incorporated into personnel records.</p> <p>Pursuant to the Americans with Disabilities Act (effective July 26, 1992) medical records will be kept in separate confidential files.</p>
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