

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES
TITLE PERSONNEL FOLDERS

ADOPTED: May 14, 2014

REVISED: Formerly 3010,3020

| 324. PERSONNEL FOLDERS | |
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| <p>1. <i>Purpose</i></p> | <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> |
| <p>2. <i>Guidelines</i></p> | <p>A personnel folder for each employee shall be kept in the District Office. New employees will submit to the personnel office the Superintendent and/or the Business Office (Payroll Department) all required paperwork.</p> |
| <p><i>42 U.S.C. Sec. 12101 et seq</i></p> | <p>Medical records shall be kept in a file separate from the employee's personnel file.</p> |
| <p><i>43 P.S. Sec. 1321-1324</i></p> | <p>Personnel files are available for inspection during working hours of the personnel office. An employee may inspect his/her personnel file upon request to the personnel office, stating either the purpose of the inspection or the specific parts of the file to be inspected.</p> <p>A representative of the employer shall be present during the inspection. Employees are entitled to take notes from items in the files. Employees may copy information at a cost determined by administration to cover expenses of the copy.</p> <p>Under no circumstances shall employees be permitted to alter or remove any portion of the file.</p> |
| <p>324-AR</p> | <p>See also Administrative Regulation 324.</p> |

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