

PERSONNEL: 4.0

POLICY: 4.2

THE COLLECTION, MAINTENANCE, AND DISSEMINATION
OF TEACHER RECORDS

Any member of the bargaining unit shall have the right to any reasonable time to review the contents of his/her personnel file. He/she shall also have the right to obtain copies of any item or items in his/her file. An employee shall have the right to submit a written commentary to any material placed in his/her file and such written comment shall be attached to the item in question in his/her file. Nothing derogatory or unfavorable toward an employee shall be placed in his/her file unless the employee has first been presented with a copy of such material and has had a right to respond, in writing, to such material. Such response shall be attached to the material and made part of his/her file. No unsigned or improperly identified item shall be placed in an employee's file. The employee shall have the right to initial and date each page of any material in his/her file.

Source: Memorandum of Understanding between the Muhlenberg Education Association and the Muhlenberg Board of Education

Policy: 4.2
Adopted: 5/6/81
Amended: