

PERSONNEL: 4.0

POLICY: 4.6

PERSONNEL RECORDS

The Muhlenberg School District recognizes its legal responsibility to provide for properly collecting and maintaining personnel records and for preserving their confidentiality.

The Superintendent shall be responsible for implementing a system for the maintenance of personnel records.

Policy: 4.6
Adopted: 12/15/82
Amended:

PERSONNEL RECORDS

I. Professional Employees

The official custodian for professional employee records shall be the Superintendent.

A. Current Employees

1. Records to be on file in the Superintendent's Office must include but not be limited to:
 - a. Application for employment
 - b. College/University transcripts
 - c. Contracts/salary notifications
 - d. Personnel recommendation forms
 - e. PDE-5501 rating forms
 - f. Observation reports
 - g. Other documents to employee with copy reference to personnel file
 - h. Verification cards from previous employers
2. Copies of communications written to employees by principals with or without attachments must have a copy reference to Personnel File in order for the material to be placed in the individual's personnel file in the Superintendent's Office.
3. Written communications to employees may be removed from the employee's personnel file upon mutual agreement by the Superintendent and/or his/her designee and the employee.
4. The principal may maintain employee files for his/her own purposes.

B. Former Employees

Records of inactive employees shall be maintained for a period of 99 years in the Business Office.

II. Service Employees

The official custodian for personnel records of service employees shall be the Business Administrator.

A. Current Employees

1. Records to be kept on file shall include but not be limited to:
 - a. Application for Employment
 - b. Contracts/salary notifications
 - c. Personnel recommendation forms
 - d. Other documents to employee with copy reference to Personnel File
 - e. Verification cards from previous employers
2. Copies of communications written to employees by principals/supervisors with or without attachments must have a copy reference to Personnel File in order for the material to be placed in the individual's personnel file in the Business Administrator's Office.
3. Written communications to employees may be removed from the employee's personnel file upon mutual agreement by the Superintendent and/or his/her designee and the employee.
4. The Supervisor of the employee may maintain employee files for his/her own use.

B. Former Employees

Records of inactive employees shall be maintained for a period of 99 years in the Business Office.

III. Record Inspection/Access

- A. The employee has the right to inspect his/her personnel records.
 - 1. The employee shall request an appointment for the inspection of records from the appropriate office.
 - 2. Inspection of records must be done in the presence of the official custodian of the record or his/her designee.
 - 3. Identification may be required by the appropriate office.
 - 4. In no case will any record be removed from the office by the employee.
 - 5. The employee shall be required to sign a record inspection book indicating the time and date of the record inspection.
 - 6. Upon employee request, a copy of any item in the personnel file will be furnished to the employee.

- B. The Superintendent may approve the inspection of personnel records by
 - 1. School district administrators
 - 2. Individuals designated in writing by the employee
 - 3. Legal authorities upon receipt of a subpoena

- C. Copies of employee records will be sent to outside employers/agencies only upon written request of the employee.

Administrative Procedures: 4.6
Approved: 12/15/82
Amended: