

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: October 14, 1991

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 and local benefit programs, conformance with district rules, and evidence of completed evaluations.
3. Delegation of Responsibility	The Board delegates the establishment and maintenance of official personnel records to the Superintendent who shall prepare guidelines defining the material to be incorporated into the personnel files.
4. Guidelines	<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> <p>Professional employees shall have the right, upon request, to review the contents of their personnel files and to receive copies of any documents contained therein.</p> <p>Professional employees shall have the right to submit a written reply to any material placed in their file, and such written material shall be attached to the item in the file.</p> <p>No unsigned or improperly identified item shall be placed in an employee's file.</p> <p>The examination of a professional employee's file shall be limited to qualified professional supervisory personnel.</p> <p>No material critical of the employee or his/her performance shall be placed in an employee's file without prior, written notice to the employee, including a copy of the material to be placed in the file.</p>

	<p>The employee shall provide to the Superintendent a signed authorization designating specific individual(s) who shall be authorized to inspect the employee's personnel file. This authorization shall be for a specific date(s) and shall indicate either the purpose for which the inspection is authorized, or the particular parts of the file which the designated agent is authorized to inspect.</p>
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