

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: October 14, 1991

REVISED:

524. 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 Board members, except as may be required in the performance of its functions as a Board.</p> <p>Classified 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>