

No. 4020  
SECTION: PERSONNEL  
TITLE: PERSONNEL FILES

ADOPTED: 2/15/71  
READOPTED: 1/29/14;11/15/16  
REVISED: 11/15/88;2/1/00;  
5/25/04;5/15/06;6/21/10;  
1/6/15

## **OXFORD AREA SCHOOL DISTRICT**

Orderly operation of the school district requires maintaining personnel files for the retention of all records relative to an individual's duties and responsibilities and other pertinent information as a district employee.

The Board requires that sufficient records be maintained to ensure:

1. An employee's qualifications for the job held
2. Compliance with federal and state requirements and local benefit programs
3. Conformance with district policies and rules
4. Evidence of completed evaluations

The Board delegates the establishment and maintenance of official personnel records to the Director of Human Resources, who shall prepare guidelines defining the material to be incorporated into personnel files.

OXFORD AREA SCHOOL DISTRICT  
NO.4020 PERSONNEL FILES

ADMINISTRATIVE PROCEDURES

PERSONNEL FILES

A central office personnel file shall be maintained; supplemental records may be maintained only for ease in data gathering.

Medical records and other information deemed confidential shall be kept in a file separate from the employee's personnel file.

Only information that pertains to the professional role of the employee submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file.

A copy of each entry shall be made available to the employee.

Personnel records are not available to individual Board members.

Personnel files shall be reviewed periodically and material no longer required shall be destroyed.

Employee Access

Employees shall have access to their own files, except that information relative to confidential employment references/recommendations shall not be available for review by the employee.

Personnel wishing to review their own records shall:

- a. Request access in writing
- b. Review the record in the presence of the administrator or designee responsible to maintain personnel records
- c. Make no alterations to the record, nor remove any material
- d. Sign a log attached to the file indicating the date and person reviewing

Appeals

Personnel who choose to appeal material in their records shall make a written request to the administrator delegated to maintain the records and shall specify:

- a. Name and date
- b. Material to be appealed
- c. Reason for appeal

The responsible administrator shall:

- a. Refer the appeal to the administrator responsible for supervising the employee
- b. Hear the appeal and make a determination
- c. Permit the addition of employee comments

## Title I Schools

In accordance with federal law, the district shall release to parents, upon request, the qualifications of any professional or paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The district shall annually notify parents at the beginning of the school year about their rights to request such information.

## File Contents

Upon initial employment, the employee's official personnel file shall contain:

- a. Completed employment application form
- b. Transcripts
- c. Recommendations
- d. Act 24, Act 34, Act 114 and Act 151 clearance statements

Upon initial employment, the employee's confidential personnel file shall contain:

- a. Retirement registration
- b. Group health enrollment forms
- c. Annuity forms
- d. Insurance beneficiary forms

During the period of employment, the following additional data shall be maintained in the official personnel files:

- a. Rate of compensation
- b. Completed copy of employment contract
- c. Attainment of advanced degrees and effect on compensation
- d. Attendance record (digitally maintained)
- e. Completed evaluations
- f. Disciplinary incidents
- g. Special awards or distinctions
- h. Physical/Health record
- i. TB test result
- j. Act 126 training (digitally maintained)
- k. Act 34, Act 114 and Act 151 clearances that are less than thirty six (36) months old to meet the requirements of Act 153

During the period of employment, the following additional data shall be maintained in the confidential personnel files:

- a. Additional forms completed for group health benefits
- b. Requests for medical leaves of absence
- c. Other forms related to medical or health issues
- d. Verification of salary/benefit information
- e. Unemployment compensation documentation
- f. Documentation related to court orders, wage garnishments or child support payments

Information contained in the confidential personnel files is only available to the District Record Keeper or District Privacy Officer as established in compliance of HIPPA for the purpose of benefit administration.

I-9 immigration forms are kept in a file separate from the official or confidential personnel file.

Policy 4020  
Adopted: 2/15/71  
Readopted: 1/29/14;11/15/16  
Revised: 11/15/88;2/1/00;5/25/04;5/15/06;6/21/10

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**NOTICE TO PARENTS**

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**TEACHER/PARAPROFESSIONAL QUALIFICATIONS**

To: All Parents  
From: Oxford Area School District  
Date: (insert date)

As a parent of a student in the Oxford Area School District, under the No Child Left Behind Act of 2001, you have a right to know the professional qualifications of the teachers who instruct your child. The No Child Left Behind Act gives you the right to ask for the following information about each of your child's classroom teachers:

- Whether the State of Pennsylvania has certified or qualified the teacher for the grades and subjects s/he teaches
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived
- Whether the teacher has any advanced degrees, and if so, the subject of the degrees, the teacher's college major
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications

If you would like to receive any of this information, please contact (insert name, address, telephone number, e-mail address).

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**NOTICE TO PARENTS**

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**PROFESSIONAL CREDITS**

To: All Parents  
From: Oxford Area School District  
Date: (insert date)

As a parent of a student in the Oxford Area School District in a program funded under the No Child Left Behind Act of 2001, you have a right to know the professional qualifications of the teachers who instruct your child.

The No Child Left Behind Act requires the school district to notify you in a timely manner that the teacher that has been assigned to your child's class has the following professional credentials: (e.g. specify the type of credential such as Emergency Permit).

If you have any questions, please contact

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at the Oxford Area School District (insert address).