

Personnel Records

Each employee shall cooperate with the superintendent's staff to ensure the complete and accurate filing of the following items in the offices of the Pleasants County Schools as designated:

1. Valid certificate (certified personnel only);
2. Information concerning verification of work experience outside Pleasants County in the employ of other school systems;  
  
This applies to those who have taught or otherwise received acceptable experience outside this school system;
3. Retirement membership enrollment form unless already a member;
4. Social security number;
5. Income tax exemption certificate. Necessary amendments are the responsibility of the employee;
6. Upon request, any employee shall produce and file evidence of a medical examination pronouncing the employee physically and/or mentally fit to perform all assigned duties. Said examination must be performed by a reputable member of the medical profession. The Board shall pay for such examination(s) as it requires in this regard;
7. TINE tests as required by law. The Board will pay for medical evaluations in lieu of TINE tests as required;
8. Employee application forms;
9. Employment contracts and agreements;
10. Continuing education agreements (certified personnel).

Negligence on the employee's part in satisfying these record requirements may cause the salary check of the employee to be withheld until such time as the records requirements are fulfilled.

Maintenance of Records

The school administration maintains personnel records in the office of the superintendent for each employee. The personnel records include the following:

1. Personnel file: Personnel file may include recognitions/commendations, teacher certificates, academic records, application forms, contracts and assignment agreements.
2. Evaluation file: The evaluation file may include observation and evaluation forms.
3. Health/medical file: The health/medical file may include tine tests, health certificates, x-rays and other medical information.

Additions to the Personnel Records

No commendation, suggestion, anecdotal note, or evaluation may be placed in the personnel records unless the comment is signed and dated by the person making the complaint, commendation, suggestion, anecdotal note, or evaluation.

The employee may offer a denial or explanation of a complaint, commendation, suggestion, or evaluation, and any such written denial or explanation shall become a part of the employee's personnel records.

General Access to the Employee's Personnel Records

Access to employee's personnel records may be given to the following persons without the consent of the employee:

The superintendent or his designee, assistant superintendent, the principal, the employee's supervisor, and a school board member if it relates to his duties or responsibilities as a board member.

No other person may have access to employee's personnel

records except under the following circumstances:

1. When the employee gives written consent to the release of his/her records. The written consent must specify the records to be released and to whom they are to be released. Each request for consent must be handled separately; blanket permission for release of information shall not be accepted. Such written consent shall become an integral part of the employee's personnel records.
2. When subpoenaed or under court order.
3. Audits or monitoring reviews of programmatic and/or financial natures duly required or authorized by law.

Employee Access to His Personnel Records

Each employee may have access to his/her own personnel records at all reasonable times, i.e. during regular office hours.

The right to access includes the right to make written objections to any information contained in the file. Any written objection must be signed and dated by the employee and it shall become part of the personnel records.

Procedures

The superintendent shall be the records manager for all personnel and shall have the overall responsibility for maintaining and preserving the confidentiality of the personnel records. He may, however, designate another official to perform the duties of the records manager for him.

The records manager is responsible for granting or denying access to records on the basis of these regulations. Additionally, a log of use form shall be posted on the exterior of the cabinet(s) storing such records. No record shall be removed from the general office complex.

The personnel files of former employees shall be maintained in perpetuity. Records such as certificates belonging to the employee may be released upon written request.

Periodically, at such time as the status of a personnel record is changed from active to inactive, or upon legitimate request by the principal of the file, the records manager may cause information which is no longer germane or of no historical value to be removed (e.g. a letter of reprimand concerning an issue which has been resolved).

With respect to any potential benefit to the employee, expunging any information from the employee's record may not be arbitrary, capricious or fraudulent. Information or documents ordered to be placed into personnel record by the Board may be removed upon Board approval.

Reference: Family Education Rights and Privacy Act, 1975

Amended: May 8, 2014