

<b>SEVEN GENERATIONS CHARTER SCHOOL</b>	SECTION: EMPLOYEES
	TITLE: 324 – PERSONNEL FILES
	ADOPTED: 15 November 2016
	REVISED: 11 April 2017

Policy	<p>Seven Generations Charter School (“School”) maintains a file all records relative to an individual’s duties and responsibilities as an administrative, professional or classified employee of the school.</p> <p>The Board requires that sufficient records be maintained to (1) ensure an employee’s qualifications for the job held; (2) ensure compliance with federal and state requirements and local benefit programs; (3) ensure conformance with Board policies, administrative regulations, rules and procedures; (4) ensure that each employee has appropriate background checks; and (5) include completed evaluations.</p>
Delegation of Responsibility	<p>The Board of Trustees of Seven Generations Charter School (“Board”) delegates the establishment and maintenance of official personnel records to the Chief Executive Officer (“CEO”) or designee, who shall prepare administrative regulations defining the material to be incorporated into personnel files.</p>
Guidelines	<p>All records shall be maintained in a central file; any other supplemental records are only for ease in data gathering. Medical records shall be kept in a file separate from the employee’s personnel file.</p> <p>Only information that pertains to the professional role of the employee and is 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, except for matters pertaining to pending litigation or criminal investigation.</p> <p>Criminal history, child abuse clearance statements and FBI clearances (if applicable) must be maintained in each employee’s personnel file.</p> <p>Personnel records shall be available to the Board but only as required in the performance of its designated functions as a School Board and as approved by consensus of the Board.</p> <p>Personnel files shall be reviewed at regular intervals, and material no longer required shall be destroyed.</p> <p>Any examination by the employee of their personnel file shall be done in the Human Resources office and in the presence of the CEO or designee.</p>

References	<p>Personnel records shall be available for examination during the regular business hours of the Human Resources office. The specific time of examination shall be by mutual agreement between the Director of Human Resources and the employee.</p> <p>The employee shall have the right to examine all information maintained in the personnel file, but s/he shall not have the right to examine any records relating to the investigation of a possible criminal offense; letters of reference; documents being developed or prepared for use in civil, criminal or grievance procedures; or materials used by the employer to plan for future operations.</p> <p>Upon request, additional specific information regarding wages, fringe benefits, and attendance may be available in the business office. Each employee shall be entitled to examine his/her personnel file once during each calendar year. Under extenuating circumstances, the CEO may approve additional examinations of the file.</p> <p>All components of the personnel file shall remain in the Human Resources office. Employees are entitled to make notes of file information, but no copies of any portion of the file shall be provided for the employee or any outside agency.</p> <p><u>Title I Regulations</u></p> <p>In accordance with law, the school shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The school shall annually notify parents/guardians at the beginning of the school year about their right to request such information.</p> <p>The school shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.</p> <p>In accordance with law, the school shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The school shall annually notify parents/guardians at the beginning of the school year about their right to request such information.</p> <p>School Code – 24 P.S. Sec. 111, 510  State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 403.4, 403.5  Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.  Inspection of Personnel Files – 43 P.S. Sec. 1321 et seq.  Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C. Sec. 2000ff et seq.  Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.  Immigration Reform and Control, Title 8, Code of Federal Regulations – 8 CFR Sec. 274a.2</p>
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