

**LUZERNE  
INTERMEDIATE  
UNIT #18**

**SECTION: ADMINISTRATIVE EMPLOYEES  
TITLE: PERSONNEL FILES  
ADOPTED: NOVEMBER 20, 2002  
REVISED: JUNE 18, 2014**

324. PERSONNEL FILES	
1. PURPOSE	Orderly operation of the Intermediate Unit requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an Intermediate Unit employee.
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 requirements and local benefit programs, conformance with Intermediate Unit policies and rules, and evidence of completed evaluations.
3. DELEGATION OF RESPONSIBILITY	The Board delegates the establishment and maintenance of official personnel records to the Executive Director or designee, who shall prepare guidelines defining the material to be incorporated into personnel files.
4. GUIDELINES	<p>A central file shall be maintained in the intermediate unit office; supplemental records may be maintained only for ease in data gathering.</p> <p>Only information that pertains to the professional role of the administrative employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official 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 Board and as approved by a majority vote of the Board.</p>
42 U.S.C. Sec. 12101 et seq	<p>Medical records shall be kept in a file separate from the employee's personnel file.</p> <p><u>EMPLOYEE ACCESS</u></p>
43 P.S. SEC. 1321-1324	Administrative employees shall have access to their own file, except that information relative to confidential employment references/recommendations shall not be available for review by the employee.

Each employee shall initial his/her records when s/he reviews his/her files.

APPEALS

Each employee shall have the opportunity to prepare a response which will be initialed by the Executive Director and attached to the individual's file.

