

7600 RECORD KEEPING

7610 Personnel Records

The Director of Human Resources shall maintain on file ~~a~~**the** personnel ~~folder~~ **folders** for each employee. The file shall be updated annually.

Employees may be required to furnish or aid in the acquisition of information to complete or revise the following:

- The teaching certificate (or duplicate thereof)
- Undergraduate and graduate transcripts
- Retirement records
- Record of W-4 submitted to payroll department
- Record of forms for hospitalization membership
- Health record
- Completed application
- Annual ratings or letters of **performance** appraisal
- Completed copy of employment contract
- Record of compensation
- I-9
- Act 34
- Fingerprint cards
- Résumé
- Child Abuse Clearance
- Social Security Record

Personnel wishing to review their own records shall review the record in the presence of the administrator designated to maintain said records, or his/her designee. Employees will be permitted to review their personnel records in accordance with applicable law.

Adoption Date - September 13, 1999
Practice -
Legal Reference -