

Administrative Procedures for Personnel Files

(Attachment for Policy No. 324)

Purpose

The Board of Education (“Board”) recognizes its legal duty to make certain records in a personnel file available to those who have legitimate legal reason to request access. The purpose of these Administrative Procedures is to effectuate Policy 324 - Personnel Files and describe what information is contained in a personnel file, who can access information contained in a personnel file and under what circumstances, and how to access that information in conformity with law.

Definitions

Employer: Any individual, person, partnership, association, corporation, the Commonwealth, any of its political subdivisions or any agency, authority, board or commission created by them. For purposes of these Administrative Procedures, employer means only the Board of Education and/or School District of Philadelphia (“District”).

Employee: Any person currently employed and paid for full- or part-time work through the District’s payroll system, laid off with reemployment rights, or on leave of absence. The term employee shall not include applicants for employment or any other person.

Procedures

Contents of Personnel Files

The contents of a personnel file kept by the Office of Employee Records may vary depending upon the particular circumstances of individuals and the nature of their requests, choices, and position. As part of day-to-day school operations, there may be files kept by school administrators which may not be elevated to a staff member’s central personnel file. These may include, but are not limited to, recorded verbal unsatisfactory incidents that do not rise to the level of the Office of Labor Relations’ involvement.

The Office Of Employee Records maintains the following categories of documents:

1. Category B: This is what is considered the official personnel file. It may include:
 - i. Applications for employment and other new hire documents
 - ii. Resumes
 - iii. Clearances
 - iv. Certifications
 - v. Offer letters
 1. Position and pay changes
 - vi. Information about paid or unpaid leave
 - vii. Notices of commendations

- viii. Disciplinary documentation
- ix. Authorization for a deduction or withholding of pay
- x. Fringe benefit information
- xi. Retirement records
- xii. Attendance records
- xiii. Performance evaluations
- xiv. IRS forms W-4

The term “personnel file” shall not include records of an employee relating to the investigation of a possible criminal offense, letters of reference, documents which are being developed or prepared for use in civil, criminal or grievance procedures, medical records or materials which are used by the employer to plan for future operations or information available to the employee under the Fair Credit Reporting Act (84 Stat. 1127-1136, [15 U.S.C. § 1681 et seq.](#)).

Documents in a personnel file will be maintained in conformity with any applicable collective bargaining agreement and/or applicable law.

2. Category I: This information is maintained separately from the personnel file.
 - a. I-9 form

Other categories of employee-related records are maintained by other program offices.¹

Employee Access

All employees, or their agent, shall have reasonable access to copies of their personnel file. Employees must submit a signed written request via the [Employment Verification Records Request Form](#) identifying their Employee ID and other required personally identifiable information.

Former employees may access their personnel file upon by submitting a signed written request, identifying the requesting individual employee, to the Office of Employee Records at employeeerecords@philasd.org.

Records will be maintained in conformity with [Policy 800-Records Management](#), its Administrative Procedures, and associated retention schedules and records protocols.

Third Party Access to Personnel Files

Any requests for full unredacted personnel files by third parties must be accompanied by written authorization from the subject employee.

¹ Category A records are payroll records that are maintained by payroll. Category R records are retirement and benefit records that are maintained by Employee Benefits. Category D records are medical records maintained by Employee Health Services.

Third party requests for personnel files not accompanied by written authorization from the subject employee shall be processed in conformity with [Policy 801- Public Records](#).

The District shall comply with any lawfully issued subpoena.

Requests for Amendment of Personnel File Contents

Employees wishing to request an amendment of the contents of or material in their personnel file shall submit a written request to the [Office of Employee and Labor Relations](#) at employeerelations@philasd.org to maintain the records and shall specify:

1. Name of the employee and date of the request;
2. Material the employee desires to alter; and
3. Basis or reason for the request.

The Deputy of Employee and Labor Relations, or their designee, shall consider the request and make a determination. The Office of Employee and Labor Relations shall report data regarding the number of requests and the results of those requests to the Deputy Superintendent of Talent, Strategy, and Culture on an annual basis.

As always, any individual alleging or witnessing harassment and discrimination may report these incidents in conformity with [Policy 348- Harassment and Discrimination of Employees](#), or they can email employeeitileixcomplaints@philasd.org.

Title I Schools

In conformity with law, the District shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child. To make such a request, parents/guardians should contact the principal of the student's school. Parents/guardians are notified of this right at the beginning of each school year through a letter home that is also available on the Parent Portal. The letter is available in conformity with [Board Policy 139 - Supporting Language Accessibility for Parents/Guardians Whose Primary Language is Not English](#).

If a child has been taught for four (4) or more consecutive weeks by a teacher who is not appropriately certified, parents/guardians shall be notified by the student's school. The letter is available in conformity with [Board Policy 139 - Supporting Language Accessibility for Parents/Guardians Whose Primary Language is Not English](#).

In conformity with law, the District shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child. The District shall annually notify parents/guardians at the beginning of the school year about their right to request such information. Parents/guardians are notified of this right at the beginning of each school year through a letter home that is also available on the Parent Portal. The letter is

available in conformity with [Board Policy 139 - Supporting Language Accessibility for Parents/Guardians Whose Primary Language is Not English](#).

Maintenance Schedule

These Administrative Procedures will be reviewed upon review of the Policy, or upon the occurrence of a triggering event.

Related Information:

[Policy 801 - Public Records](#)

[Policy 348 - Harassment and Discrimination - Employees](#)

[Policy 139 - Supporting Language Accessibility for Parents/Guardians Whose Primary Language is Not English](#)

[Parent and Family Right to Know Information](#)