

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 300  
TITLE: Personnel Files  
ADOPTED: April 27, 1981  
REVISED: August 17, 2017

## **324. PERSONNEL FILES**

### **Authority**

Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an administrative, professional or support employee of the district.

The School Reform Commission requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state laws and regulations and local benefit programs; conformance with SRC policies, administrative procedures and rules; and evidence of completed evaluations.

### **Definitions**

**Employee** - any person currently employed and paid for full or part-time work through the district's payroll system, laid off with re-employment rights, or on an approved leave of absence. The term employee shall not include applicants for employment or any other person.[\[1\]](#)

### **Delegation of Responsibility**

The SRC delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare administrative procedures defining the material to be incorporated into personnel files.

### **Mandatory Regulatory Procedures**

A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.

Medical records shall be kept in a file separate from the employee's personnel file..[\[2\]\[3\]](#)

Only information that pertains to the professional and legal role of the employee and is submitted by duly authorized district staff or the SRC 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. Personnel records shall be available to the SRC but only as required in the performance of its designated functions as a School Board.

Personnel files shall be reviewed periodically, and material no longer required shall be destroyed.

### **Employee Access**

Employee Access All active employees shall have access to one (1) copy of their personnel file per school year (July through June). Employees must submit a signed written request identifying the requesting individual employee including Employee ID. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.[\[4\]](#) Former employees shall have access to their personnel file upon written request. Former employees must submit a signed written request identifying the requesting individual employee.

### **Appeals**

Employees wishing to appeal material in their personnel file shall submit a written request to the administrator delegated to maintain the records and shall specify:

1. Name and date.
2. Material to be appealed.
3. Basis or reason for appeal.

The responsible administrator shall consider the appeal and make a determination for the Superintendent's review.

### Title I Schools

In accordance 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 at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information. [\[5\]\[6\]\[7\]\[8\]](#) \_\_\_\_\_

The district 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. [\[5\]\[6\]\[7\]](#) \_\_\_\_\_

In accordance with law, the district 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 district shall annually notify parents/guardians at the beginning of the school year about their right to request such information. [\[6\]\[8\]\[9\]](#)

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### Legal References:

[1. 43 P.S. 1321](#)

[2. 42 U.S.C. 12112](#)

[3. 42 U.S.C. 2000ff et seq](#)

[4. 43 P.S. 1321 et seq](#)

[5. 22 PA Code 403.4](#)

[6. 20 U.S.C. 6311](#)

[7. 20 U.S.C. 7801](#)

8. Pol. 304 - Employment of District Staff

[9. 22 PA Code 403.5](#)

**Related Information:**

[24 P.S. 111](#)

[24 P.S. 510](#)

[22 PA Code 8.1 et seq](#)

[23 Pa. C.S.A. 6301 et seq](#)

[42 U.S.C. 12101 et seq](#)

[8 CFR 274a.2](#)

Pol. 800 - Records Management

[Philadelphia Home Rule Charter - 12-300](#)