

<p>43 P.S. Sec. 1321, 1322</p>	<p>Personnel records shall be available to the Board but only as required in the performance of its designate functions as an Intermediate Unit Board and as approved by the majority of the Board.</p> <p>Personnel files shall be reviewed periodically, and material no longer required shall be destroyed.</p> <p><u>Release of Records</u></p> <p>Personnel records will be released when subpoenaed or under court order. Access by other persons will be denied without the written consent of the employee. The employee's request for release of records must specify which records are to be released and to whom they are to be released. Separate consent requests will be required each time information is released.</p> <p><u>Employee Access</u></p> <p>Administrative, professional and support employees shall have access to their own file during regular office hours upon written request and by appointment. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.</p> <p>The Executive Director or designee will develop and implement guidelines for access to records.</p> <p><u>File Contents</u></p> <p>New employees must provide all information which is required by law or is necessary for enrollment in the fringe benefits program. The Intermediate Unit may withhold the pay of any employee who has not provided the necessary materials within the first thirty (30) days of employment. It shall be the responsibility of the employee to update this information.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 964</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Inspection of Personnel Files – 43 P.S. Sec. 1321 et seq.</p> <p>Immigration Reform and Control, Title 8, Code of Federal Regulations – 8 CFR Sec. 274a.2</p> <p>Board Policy – 000</p>
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