



SECTION: 120

TITLE: EMPLOYEE PERSONNEL RECORDS

NESHAMINY SCHOOL DISTRICT

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2	I. EMPLOYEE	Employee personnel records deal with identification, qualification, and	2
3	PERSONNEL	performance of school district employees and include applications for	3
4	RECORDS	employment. These records are maintained and controlled by the Personnel	4
5		Office.	5
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7		Classification of Information	7
8		<u>Category A</u> - shall include information concerning identification,	8
9		education and training, experience, assignment, attendance, evaluation,	9
10		compensation, and similar data.	10
11		<u>Category B</u> - shall include references, recommendations, and similar	11
12		materials supplied to the District in confidence.	12
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14		Release of Information	14
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16		• Administrators shall have access to employee records on a need to know	16
17		basis.	17
18		• Employees shall have access to Category A information and to	18
19		Category B information if this information was received after January	19
20		1975, unless persons have waived in writing their right to see	20
21		Category B information.	21
22		• Other governmental education agencies shall have access on request	22
23		to only Category A information.	23
24		• Other out of school agencies, with the consent of the employee, shall	24
25		have access to only Category A information.	25
26		• Information requested by other agencies without the consent of the	26
27		employee, shall be released only after service of subpoena or court	27
28		order upon the School District, and the employee shall immediately	28
29		be advised of the issuance of the subpoena or court order with	29
30		confirmation by certified mail.	30
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Storage and Maintenance

- All employee personnel records shall be maintained and stored in the Personnel Office.
- Records shall be stored in locked cabinets with reasonable precautions against loss by fire or theft.
- Control of and access to employee records shall be the responsibility of the Superintendent or designee.

Approved: 11/13/73
Revised: 9/23/75
Revised: 6/27/78
Revised: 5/22/84
Revised: 2/25/03

RSM/ms

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