

*Professional Employees: Application and Records*

A personnel file containing the completed PA Standard Application form, copies of personal and professional references, salary history, all teaching certification documents, annual professional evaluations, transcripts for all completed coursework used for advanced degree credit, required personnel forms, and other pertinent information shall be kept for each professional employee in the Human Resources Office.

Definition

"Professional employee" means any District employee whose position in the District requires them to hold Pennsylvania Department of Education certification, including teachers, certificated supervisors and administrators, supervising principals, principals, assistant principals, vice-principals, mental health specialists, school counselors, school psychologists, school nurses.

The personnel file may be reviewed by the individual in the Human Resources Department upon request of the staff member through appointment with the Human Resources Office .

When a professional employee leaves the employ of the District, the professional employee's personnel file shall be maintained by Human Resources in accordance with federal and state requirements.

Adopted: September 11, 1978

Revised: May 23, 1994

Revised: January 24, 2000

Revised: February 26, 2007

Revised: May 31, 2023

Tredyffrin/Easttown School District