

*Non-Instructional Employees: Application and Records*

**Purpose**

Orderly operation of the District requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as a District non-instructional employee.

**Authority**

The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state requirements and local benefit programs; conformance with Board policies, administrative regulations, rules and procedures; and evidence of completed evaluations. [1]

**Guidelines**

A permanent personnel folder containing a completed application form, copies of personal and prior employment references, wage history, copies of annual evaluations completed in the District, appropriate business forms, and other pertinent information shall be kept for each employee in the Personnel Office.

Medical records shall be kept in a file separate from the employee's personnel file. [2]

The personnel folder of a staff member may be reviewed in the Personnel Office upon request by the staff member through appointment with the Personnel Office. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee. [3][4]

When a staff member leaves the employ of the District, the employee's permanent personnel folder shall be maintained by the Personnel Office for at least the minimum period required by law.

**Legal**

1. [24 P.S. 510](#)
2. [42 U.S.C. 12112](#)
3. [43 P.S. 1321](#)
4. [43 P.S. 1322](#)

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