

*Professional Employees: Application and Records*

*Information Required*

A personnel folder for each professional employee will be kept in the Human Resources Office. Professional employees who are new to the District will be responsible for submitting the following information to Human Resources for inclusion in their file:

- a completed PA Standard Application form
- copy of all required background checks/clearances, transcripts, certification information and any other credentials and personal data relevant to employment in the District

A personnel file shall be kept for each professional employee. The following items shall be kept in the file.

Human Resources Office

- original PA Standard Application for employment
- supporting credentials from placement service or college
- recommendation forms from previous employers or teachers
- letter to employee offering position
- copy of contract
- copy of letters changing terms of contract
- copy of letter giving notice of rating to temporary professional employee
- copy of all required criminal background checks and mandated training documentation
- copy of annual salary letter
- annual rating form completed by principals
- copy of any communication from Superintendent of Schools or Human Resources Office
- copy of any disciplinary notices issued to the employee
- any other information and documentation relevant to the individual's employment with the District

The personnel file of the professional employee may be reviewed in the Human Resources Office by scheduling an appointment with the Office.

The staff member shall have the right to submit a written commentary to any material placed in the file and such comment shall be attached to the item in question.

Upon signed request, a copy or copies of materials in their personnel file may be obtained by the staff member following payment of the current copy production cost.

When a teacher leaves the employ of the school system, the folder kept by the principal shall be sent to the Personnel Office where it shall be placed in the inactive file to be available for future personnel recommendations.