

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: November 18, 2004

REVISED: August 17, 2006, August 14, 2025

	524. PERSONNEL FILES
1. Purpose	Purpose Orderly operation of the school requires maintenance of a file for the retention of all records relative to an individual's duties and responsibilities as an employee.
2. Authority	Authority The Joint Operating Committee requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state statutes and local benefit programs, conformance with school procedures, and evidence of completed evaluations.
3. Delegation of Responsibility	Delegation of Responsibility The Joint Operating Committee delegates the establishment and maintenance of official personnel records to the Administrative Director or designee, who shall prepare guidelines defining the material to be incorporated into personnel files and timeliness for retention of such records.
4. Guidelines	Guidelines A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.
42 U.S.C. Sec. 12101 et seq	Medical records shall be kept in a file separate from the employee's personnel file. Personnel records shall be available to the Joint Operating Committee but only as required in the performance of its designated functions as a Joint Operating Committee and upon a majority vote by the Joint Operating Committee members.
43 P.S. Sec. 1321-1324	Classified employees shall have access to their own file, except that information relative to confidential employment references/recommendations shall not be available for review by the employee. No photos of any records will be permitted nor will any copies of any records be provided. The employee can take notes but not make copies or take photos.

Employee Review

Personnel wishing to review their own records shall:

1. Request access in writing.
2. Review the record in the presence of the administrator or designee responsible to maintain personnel records.
3. Make no alterations to the record, nor remove any material.

Employee Appeals

Personnel who choose to appeal material in their records shall make a request in writing to the administrator delegated to maintain the records and shall specify:

1. Name and date.
2. Material to be appealed.
3. Reason for appeal.

The responsible administrator shall refer the appeal to the administrator responsible for supervising the employee and permit the addition of employee comments.