

# MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: July 1, 1991

REVISED:

324. PERSONNEL FILES	
1.Purpose	It is necessary for the orderly operation of the school to maintain a file for the retention of all papers bearing upon an individual's duties and responsibilities as an employee of the school.
2.Authority	The Executive Council 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 rules, and evidence of completed evaluations.
3.Delegation of Responsibility	<p>The Executive Council delegates the establishment and maintenance of official personnel records to the Director or a designee who shall prepare guidelines defining the material to be incorporated into the personnel files.</p> <p>Upon request, administrative employees shall be permitted to examine their personnel files.</p> <p>Personnel records shall not be available to members of the Executive Council, except as may be required in the performance of their functions as an Executive Council.</p>