

MIDDLE BUCKS  
INSTITUTE OF  
TECHNOLOGY

SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: July 1, 1991

REVISED:

	<p style="text-align: center;">524. PERSONNEL FILES</p> <p>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 employe of the School.</p> <p>2.Authority The Executive Council requires that sufficient records be maintained to ensure an employe'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.</p> <p>3.Delegation of Responsibility 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, classified employes shall be permitted to examine their personal 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>
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