



Book	Board of Trustees Policy
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Title	Employee Files
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## **Agora Cyber Charter School**

### **Board of Trustees Policy**

#### **EMPLOYEE FILES POLICY**

For effective operation of the Agora Cyber Charter School ("Charter School"), a file must be established for the retention of all papers bearing upon an employee's responsibilities.

The Board of Trustees ("Board") of the Charter School requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state statutes, local benefit programs, conformance with school rules, and evidence of completed evaluations.

The Board designates the establishment and the maintenance of official personnel records to the Chief Executive Officer ("CEO"). A central file shall be maintained; supplemental records may be maintained for ease in data gathering. Only that information which pertains to the professional and legal role of the employee and is submitted by duly authorized staff and/or the Board may be entered in the official record file. A copy of each such entry shall be made available to the employee. Every effort will be made to maintain the confidentiality of all personal information.

Employee records shall not be available to the Board except as may be required in the performance of its functions as a Board which may include the authority of the Personnel Committee to specifically review evaluations as part of the collective authority to the Board.

Each employee shall have access to his or her file except for matters pertaining to pending litigation or possible criminal investigation. An employee shall not have access to an administrator's file for confidential letters of recommendation and administrative review notes, evaluations and/or reports completed in connection with an application for a different position and/or assignment.

Employees wishing to review their own records shall do so in the presence of the administrator designated to maintain such records and shall make no alterations or additions to the records nor remove any material therefrom and shall sign a log attached to the file indicating the date and name of the reviewer.

An employee wishing to appeal material in his or her record shall make a request in writing to the administrator delegated to maintain the records and specify therein name and date, material to be appealed, and reason for appeal.

The CEO or his/her designee shall hear the appeal and make a determination. If necessary, the CEO shall review the determination to the Board of Trustees for review.

The CEO shall prepare guidelines defining the material to be incorporated into employee records.

Upon initial employment the file shall contain:

- A. Completed employment application form
- B. Copy of teaching certificate, where applicable
- C. Proof of subject matter competency for highly qualified status per the NCLB or other applicable statutes or laws
- D. Transcripts
- E. Recommendations
- F. W-4 form
- G. Retirement registration
- H. Annuity forms
- I. Insurance beneficiary forms
- J. IRS forms
- K. Photo identification
- AX. Criminal records check/FBI check
- ALL. Child abuse clearance
- N. Military or draft status
  - Driving record or status of license if required to operate a vehicle during work hours

In a separate confidential file, should be the following employee records:

- A. Physical examination
- B. Hospitalization forms

C. Any other medical records or information

During the period of employment, the following data shall be maintained in addition to the data required upon initial employment in confidential personnel files:

- A. Rate of compensation
- B. Completed copy of employment contract, where applicable
  - C. Job title, dates of changes
  - D. Leave/ Attendance record
  - E. Completed performance evaluations
  - F. Disciplinary incidents, including warnings
  - G. Special awards or distinctions
  - H. Authorization for a deduction or withholding of pay
  - I. Criminal records check, FBI check and fingerprints and Child Abuse Clearance and renewals
  - J. Retirement record
  - K. Amended insurance beneficiary/enrollment forms
- AX. Amended W-4 forms
- ALL. Completed PA Sexual Misconduct/ Abuse Disclosure Release (under Act 168 of 2014)

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO  
CONFLICT WITH THE CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS,  
THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL**