

Employee Policy # 305 Employee Records

Purpose:

The proper maintenance of records is crucial to the successful operation of a school.

Guidelines:

- Records regarding employees are maintained in the personnel files of the SusQ-Cyber Charter School (“Charter School”). The files are kept in a locking file cabinet. Included in the files are:
 - Applications
 - References
 - Act 34, 114 and 151 Clearances
 - Certificates
 - Evaluations
 - Attendance records and requests
 - Discipline records
 - Act 48 Records and Tuition Reimbursement Requests
 - Payroll records are maintained in the business office

- Directory Information is used to identify staff and is general public information such as name, address, telephone number, date and place of birth, sex, dates of employment, educational degrees, past employment, awards, and salary.
- Disclosure to Third Parties An employee must provide signed and dated written consent before the Charter school may disclose personally identifiable information from the staff member’s file. Exceptions to the prior consent rule are set forth at 34 CFR 99.31 and should be consulted each time a disclosure question arises. Directory information will be exchanged between districts and may be released as requested by the media etc. Staff will be informed that release of directory information is possible.
- Access to Records Access to identifiable confidential employee records will be restricted to the staff, which needs access to such records in order to perform employment services for the school.
- Employee Access The Charter School shall permit employees to inspect and review any employment records that are collected, maintained, or used by the charter school. The charter school will comply with a request without unnecessary delay and in no case more than 5 days after the request has been made.
- Amendments Employees may request that records they believe to be incorrect or inaccurate be amended. The CEO shall decide if the record should be amended and will inform the employee. The employee may request a Board hearing if the CEO decides the amendment is not warranted. If the Board hearing determines the record should be amended, the record will be amended. If the Board hearing determines the record should not be amended the employee shall have the right to attach a statement, which will be maintained along with the record and disclosed with the record.
- Medical Records Employee medical records shall be kept in a file separate from the employee’s personnel file.

Delegation of Responsibility:

The CEO is responsible to ensure that the employee records are properly maintained.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.