

## PERSONNEL FILES

Personnel records are private, accurate, complete, and permanent. (See each collective bargaining agreement which address these requirements).

Every employee has the right to inspect personnel records pursuant to the Labor Code.

The Office of Human Resources monitors the inspection of any/all personnel records. Only the employee, the employee's supervisor, or persons authorized by the employee are permitted to review the employee's personnel records. After each viewing of an employee's personnel record, the person reviewing the file must date, sign and state the reasons for the review. This sheet shall be kept within the personnel file.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter, and have his or her own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

The employee shall have the right to inspect personnel records at a time when the employee is actually required to render services to the District.

Nothing in this procedure shall entitle an employee to review ratings, reports, reference check logs or records that (a) were obtained prior to the employment of the person involved, (b) were prepared by identifiable examination committee members, or (c) were obtained in connection with a promotional examination or interview. This information shall not be a part of the employee's personnel file, but rather shall be kept in a separate file and stored for three years from the time of the recruitment.

Reference: Educ. Code Section 87031, Labor Code Section 1198.5; COSAFA Master Agreement, Article 9; CSEA Master Agreement, Article 4.

Adopted: September 9, 2008

Revised: May 13, 2019