

## PERSONNEL RECORDS

### A. Purpose and Scope

Personnel records shall be kept on all current employees and shall include information usually expected in good personnel administration.

### B. General

A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration.

### C. Forms Used and Additional References

Personnel file

### D. Procedure

#### Placement of Material in Personnel Files

1. Material in the employee's personnel file will normally include but shall not be limited to the following:
  - a. Application for employment.
  - b. Employment sign-up information, such as: authorization to employ, oath of office, notice of employment, fingerprint card, medical examination records, tuberculosis card, etc.
  - c. Verification of education, experience, and credential or license as required.
  - d. Assignment order forms.
  - e. Offer of employment.
  - f. Performance appraisal reports and related materials.
  - g. Retirement entry or separation material.
  - h. Medical information required as by policy or regulations of the district.

## PERSONNEL RECORDS

2. All material to be placed in a personnel file shall be processed through the administrator responsible for the maintenance of personnel files.
3. When an employee is asked to sign any material that is to be placed in the employee's file, it is with the understanding that the employee's signature signifies only that the employee has read the material and does not necessarily indicate agreement with its contents.
4. Material of a derogatory nature shall not be entered unless:
  - a. the employee is given notice and an opportunity to review and comment thereon; and
  - b. the material has been signed and dated by the originating person and approved for inclusion by the division head. (Anonymous documents, letters or other materials shall not be filed.)

### Personnel File Review Procedures

1. Staff Review Procedures
  - a. The Assistant Superintendent for Human Resources, Assistant Superintendents, and other management personnel or District legal counsel with a valid "right to know" or "need to know" may, with the Superintendent or designee's authorization, review an employee's personnel file.
  - b. All personnel files will be reviewed in the Human Resources office unless otherwise approved in writing through the Superintendent or **Assistant Superintendent/Human Resources**.
  - c. Following authorization as above, personnel files shall be released for review through the **Assistant Superintendent/Human Resources** or designee.
  - d. Board members are not individually allowed to request and access personnel files, but the Board of Trustees may request pertinent information from an employee's file in cases of personnel action. The contents of all personnel files shall be kept in strictest confidence.

## PERSONNEL RECORDS

### 2. Internal Personnel Staff Review Procedures

- a. The Assistant Superintendent/Human Resources is authorized to examine personnel files as related to position function and with a valid “need to know”.
- b. Personnel files shall be reviewed in the personnel office unless otherwise authorized by the Assistant Superintendent/Human Resources.
- c. Personnel files shall be reviewed and replaced with a minimum of time elapsed. In no case should a personnel file be left unattended, or left unfiled overnight.

### 3. File Review by Employee

- a. Employee requests inspection of personnel file through personnel office and makes appointment for such review to be scheduled during normal business hours.
- b. Employee shall review file in presence of Superintendent, Assistant Superintendent/Human Resources, or designee responsible for maintaining files.
- c. Confidential placement information in file shall not be available for review unless marked “not confidential” or equivalent by the college, university or other placement office.
- d. All reviews of personnel files shall be recorded including notation of date and time reviewed, and name of officer present during the review.
- e. In no instance shall any material in file be removed from the file. (See “review of Derogatory Material Placed in Employee’s File”, below)
- f. Any request by employee to include any materials of employee in file must be approved by the Superintendent or Assistant Superintendent/Human Resources.
- g. Requests for copies of material in personnel file must be in writing and approved by the Assistant Superintendent for Human Resources. Copies so made will be at the employee’s expense.

## PERSONNEL RECORDS

### Review of Derogatory Material Placed in Employee's File

After an employee is given notice that material of a derogatory nature is going to be placed in his/her personnel file, and he/she has been given an opportunity to review and comment on it, the comment shall be attached to the derogatory material and the material shall be entered in the employee's file. The employee shall be informed that the derogatory material may be reviewed by the employee during normal business hours, that the employee shall be released from duty for this purpose, and that if the employee has not reviewed the material within ten business days of the date of notification, the derogatory material will be placed in their personnel file without review, unless the employee presents an acceptable reason why the material could not be reviewed during the ten days specified, then an appropriate extension will be granted.

The material, once filed, becomes a part of the employee's permanent personnel file. As part of a permanent file, this material must be retained indefinitely unless it is maintained by the District approved alternative system.

### **E. Reports Required**

None

### **F. Record Retention**

Employee personnel files shall be retained indefinitely.

### **G. Responsible Administrative Unit**

Human Resources

### **H. Approved By**

Assistant Superintendent for Human Resources

Board Acknowledged: 9/26/06