
Chapter 11

Employee Personnel Files

Bargaining Units Refer to Contract

11.1 PERSONNEL FILES

11.1.1 MAINTENANCE OF FILES: Personnel Files will be kept in the Personnel Office.

11.1.2 INSPECTION OF PERSONNEL FILES BY EMPLOYEE: All personnel information concerning an employee is confidential. An employee shall have the right to inspect his/her personnel file upon request provided that the request is made at a time when the employee is not actually required to render services to the District.

REFERENCE: Education Code Sections 45260, 45261, and 44031.

11.1.3 INSPECTION BY OTHERS: Only those persons with a "need to know" or "right to know" may access an employee's personnel file. An employee may authorize in writing, a representative to review his/her file.

REFERENCE: Education Code Sections 45260 and 45261

11.1.4 SIGNATURE/DATE REQUIRED: Written material placed in an employee's personnel file shall be signed and dated by the person originating the document.

REFERENCE: Education Code Sections 45260 and 45261

11.1.5 DEROGATORY INFORMATION: Information of a derogatory nature, shall not be entered or filed unless and until the employee is given notice and an opportunity to review and comment thereon. Such review shall take place during normal business hours and without loss of pay to the employee. The affected employee shall be furnished with a copy of the proposed material ten (10) working days prior to it being placed in that employee's official personnel file. An employee shall have the right to enter, and have attached to any such derogatory statement, his/her own comments thereon so long as the response is received within 10 working days of the employee's receipt of the material.

REFERENCE: Education Code Sections 44031, 45260 and 45261