

**GAB4. Employee Submitted Information**

Statements by the employee submitted in rebuttal to adverse material placed in his/her master personnel file will be included in the employee's master personnel file. The employee shall have the right to submit a written response to any material placed in his/her master personnel file. The employee shall have thirty (30) days from the receipt of the material to submit the written response. The written response shall then be attached to the appropriate file material and placed in the employee's master personnel file. The District may place other information submitted by the employee in the master personnel file if the District finds that such information is relevant to the employee's work history with the District.

NO ADMINISTRATIVE REGULATION