

NEGATIVE INFORMATION

Negative or derogatory material originating with the District shall not be placed in an employee's file unless the employee has had a reasonable opportunity to review the material beforehand and discuss the material and related information with the employee's immediate administrator or supervisor. Employees will be requested to sign such material to acknowledge they have reviewed it with the understanding that such acknowledgment shall not necessarily indicate agreement with all or any part of the material concerned. If the employee refuses to sign such material, it may be placed in the employee's file with a dated notation that the employee refused to sign such material after having been given an opportunity to do so. Whenever possible, another supervisor or manager should be used as a witness to the employee's refusal, and should co-sign the entry along with the originating supervisor. Any negative or derogatory information will be removed from an employee's file no later than three (3) years after its inclusion into the file.

Statements by the employee submitted in rebuttal to adverse material placed in his/her personnel file will be included in the employee's personnel file. The District may place other information submitted by the employee in the personnel file if the District finds that such information is relevant to the employee's work history with the District.

Policy # GABB
Adopted 10/12/10