

CAMBRIAN SCHOOL DISTRICT
Board Policy

Procedure 4112.6
Adopted: March 26, 2002
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PERSONNEL

Personnel Records

I. Access to Personnel Files

- A. All classified employees shall have access to their own personnel files at all reasonable times.
- B. Employees shall have the right to be accompanied by an individual(s) when reviewing their personnel file and shall have the right to show the contents of his file to such individual(s).
- C. Employees shall have the right to authorize an individual(s) to review their personnel file in their absence by presenting written authorization.
- D. The Superintendent and Assistant Superintendent shall have access to classified personnel files at all times. Other administrators and supervisors shall have access to the personnel files of only those classified employees under their direct supervision.

II. Placement of Material into Personnel Files

- A. Materials in personnel files of employees which may serve as a basis for affecting the status of their employment are to be made available for the inspection of the person involved.
- B. All materials entered into the file shall be dated and signed by the individual entering the material in the file.
- C. Written material, received from some other source, which is entered into the personnel file, shall be dated as to the receipt of the material.
- D. Information of a derogatory nature shall not be entered or filed in the personnel file unless and until the employee is given an opportunity to review and comment thereon. An employee shall have the right to enter and have attached to any such derogatory statement, his own comments thereon. Such review shall take place during normal business hours and the employee shall be released from duty for the purpose without salary reduction.

- E. Ratings, reports, or records that (1) were obtained prior to the employment of the person involved, (2) were prepared by identifiable examination committee members, or (3) were obtained in connection with a promotional examination shall not be considered information of a derogatory nature nor shall such material be made a part of their personnel files available for employee inspection.
- F. Written communications or information regarding an employee received from outside sources which are of a positive nature (non-derogatory) may be included in the employee's personnel file.

III. Personnel File Use Record

- A. There shall be maintained in the District office a log that shall contain a record of inspections of employee personnel file, showing the name of the employee whose file is inspected, the date of the inspection and the person inspecting the file.
- B. Upon request, the employee shall be furnished at reasonable times, the dates and the names of the person inspecting the file.