

1 **ARTICLE 19 - PERSONNEL FILES**

2 **19.1** The personnel file of each unit member shall be maintained at the District Human  
3 Resources Office. Such file shall be available for inspection by the unit member or a  
4 representative of the Association upon written authorization from that unit member. Copies  
5 of materials in the unit member's personnel file may be obtained by the unit member for a  
6 nominal fee (20 cents per individual sheet). A minimum of three (3) days advance notice  
7 must be given the Human Resources Office for copies of material in the unit member's  
8 personnel file.

9 **19.2** Access to personnel files shall be limited to the members of the District  
10 administration, management, and supervisors on a need-to-know basis. Board of Education  
11 members may request to review a unit member's personnel file in a Personnel Session of a  
12 Board of Education meeting. A form shall be attached to the front of each file whereon the  
13 person reviewing the file shall put his/her signature, the date, and purpose for reviewing the  
14 file each time the file is reviewed. Neither the provision on adding material nor reviewing a  
15 file shall apply to members of the Human Resources Office when they are performing the  
16 regular functions of their jobs. The contents of all personnel files shall be kept in the strictest  
17 confidence.

18 **19.3** Any person who places written material or drafts written material for placement in the  
19 unit member's file shall sign the material and indicate the date on which the material was  
20 drafted.

21 **19.4** Information of a derogatory nature shall not be entered or filed until the employee is  
22 given a copy of said material with the opportunity to review and comment thereon. A unit  
23 member shall have the right to enter or have attached his/her own comments to any  
24 derogatory statement.

25 **19.5** The unit member may review his/her personnel file during normal business hours  
26 of the Human Resources Office. The employee may be released from duty during normal  
27 working hours for this purpose without salary deduction. However, the unit member must  
28 make an appointment, in advance, with the Human Resources Office to arrange a specific  
29 time for reviewing his/her personnel file.

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