

## ARTICLE 22: PERSONNEL FILE

No information that relates to an employee's performance shall be placed in an employee's District personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that ~~he/she has~~ they have had the opportunity to review such information by signing the document(s) in person or electronically, and may make a statement that such signature does not necessarily indicate agreement with the contents thereof. The employee will also have the right to submit a written or electronic response to the information placed in ~~his/her~~ their file. This response will be reviewed by the Administrator of Personnel and be attached to the information filed. Evaluations will remain in the physical personnel file or in an electronic employee management system.

An employee's personnel file shall be available for inspection upon ~~his/her~~ their request, and reasonable notice, to the Administrator of Personnel.

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