

Personnel – Series 4000

4400 The Merit System

4440 Application and Examination

4441 Application for Employment

4441.7 Confidentiality of Information

- A. Unless these Rules specifically designate otherwise, all pre-employment documents such as applications, reference check records, and the like shall be considered confidential information and the property of the Santa Barbara County Education Office, and shall not be returned to the applicant.
- B. The names of the applicants, candidates, or eligibles in any examination shall not be made public nor open to inspection.
- C. The Director, Human Resources or the Director's designee shall provide, upon written request, a summary of examination results to an individual applicant, candidate, or eligible or their representative, or other parties as specifically ordered by the Personnel Commission. Such summaries may include information about the applicant's, candidate's, or eligible's performance in the examination process in addition to their score(s), but shall not include a further review of examination questions, information about scoring rubrics or rating criteria, or the scores or ratings assigned by individual examiners. The applicant, candidate, or eligible or their representative may not access records of personal or professional reference checks and may not review the examination records of another candidate.

Reference:

Education Code Sections 45260-45261 and 45274

Approved: August 26, 1982
Revised: August 31, 1992
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