

Handwritten signatures and date/time: 6/2/26 2:14P

ASK ESP CP
June 2, 2026
1:30pm

ARTICLE 20

PERSONNEL FILES AND EMPLOYEE EVALUATIONS

A. Personnel Files

1. The official file of each employee is confidential and shall be kept in with the District Human Resources office. Materials in an unofficial site-based file for an employee can remain as long as the site-based administrator and employee remain at the same site, then materials will be sent to Human Resources for processing.
2. No written disciplinary action, complaint complaint, or evaluation will be placed in the employee's personnel file unless the employee has had an opportunity to review the material. The employee will acknowledge that they have had the opportunity to review such material by affixing their signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. If an employee refuses to sign the document, the supervisor will note on the document the date and time the employee was presented with the document and that the employee refused to affix their signature. The document will then be placed in the personnel file. The employee also will have the right to submit a written answer to such material material, and their answer will be attached to the file copy.

3. Non-disciplinary Letters

3. Non-disciplinary letters such as letters of caution, consultation, warning, or directive shall be considered temporary contents of any employee's personnel record and upon employee request shall be removed and destroyed three 3 years after being placed in the record, if the employee has maintained a clear record during those three 3 years.

4. An employee may have access to review their file by contacting the District Human Resources Department. Online access will be made available to the employee,

following their request. An employee must provide written authorization for any other party to view their personnel file.

B. Employee Evaluations

Changes to the evaluation system shall be presented to the Association for review prior to implementation.

1. Evaluations shall be completed annually.
2. Employees may request a written copy of their summative evaluation.

(Section C has been incorporated into Article 4)

~~C. Complaints~~

- ~~1. An employee shall be advised of any formal complaint filed by a student, parent, community member, or coworker. Complaints can be handled in an informal way with the Administrator sharing the information and working for a mutual resolution of the problem in keeping with the policies of the District and guidelines for ethical educators.~~
- ~~2. If a complaint may result in discipline and an investigative meeting may be held, notification of the meeting will include a description of the employee's alleged misconduct, including the date(s) of the alleged misconduct, if applicable.~~
- ~~3. There will be no retaliation against any complainant by the Association or the person complained about.~~

D. C. Complaints by Employees

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Employees who wish to process complaints ~~may use the District's policy,~~ not covered by this Agreement may use the District's employee complaint policies, processes, and work instructions. The District shall send the Association notice if changes are made to policies procedures, and work instructions that involve an employee's right to process a complaint.