



Policy

7145 Personnel Files

The Chancellor shall ensure District procedures are enacted that are in alignment with agreed upon language as outlined in the collective bargaining agreements and any applicable Education and Labor Codes.

References:

Education Code Section [87031](#); Labor Code Section [1198.5](#); Collective Bargaining Agreements

Adopted: April 13, 2022

Last Reviewed: April 13, 2022

Administrative Procedure

7145 Personnel Files

Each employee of the District has one official personnel file, which is private, accurate, complete, and permanent. All personnel files are housed in Human Resources.

Every employee has the right to inspect personnel records pursuant to the Labor Code. Upon request to Human Resources by the employee, the employee's file will be made available to them for review during normal business hours. This review shall be in the presence of a Human Resources representative.

All personnel files are confidential and shall be available for review only when necessary for the proper administration of the District's affairs.

Personnel files shall be available for review by a bargaining unit representative when authorized in writing by the employee.

The District shall maintain a dated log of the persons who have reviewed a personnel file. The log shall be maintained in the bargaining unit member's personnel file.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter, and have his/her/their own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the District. However, special arrangements can be made through Human Resources, if needed. Special arrangements will be made upon request in consultation with the immediate supervisor.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that (a) were obtained prior to the employment of the person involved, (b) were prepared by identifiable examination committee members, or (c) were obtained in connection with a promotional examination or interview.

References:

Education Code Section [87031](#); Labor Code Section [1198.5](#); Collective Bargaining Agreements

Procedure Last Revised: April 13, 2022

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