

Administrative Regulation

PERSONNEL: GENERAL

Personnel Records

A personnel file will be maintained in the District Personnel Office for each present and former employee. These files will contain records relative to compensation, attendance, professional growth, evaluations, and such other matters as may be considered pertinent to the purposes of this policy as cited above.

All personnel files will be considered confidential and not open to public inspection, and access to files will be limited to school officials authorized by the Superintendent to use the files for purposes of this policy. No other persons or agencies may have access to information in an employee's file except when the employee has given written consent for the release of specific information to a specific person or agency, or when such information is subpoenaed or ordered for release by a court of law.

An employee may review his/her personnel file in the presence of an administrator or other designated District employee during normal business hours.

Access will not be granted to pre-employment screening information, including interview worksheets and ratings, university/college placement papers, and other written references provided to the District on a confidential basis.

Information of a derogatory nature, except as provided by law, will not be placed in the personnel file until the employee is given notice and opportunity to review such material. The employee shall be given the opportunity to have attached to such derogatory remarks his/her comments as they pertain to such remarks.

Legal Reference: California Education Code
44031. Personnel File Contents and Inspection

Approved:

November 14, 2006