



AP 7145 PERSONNEL FILES

References:

Education Code Section 87031;
Government Code Section 6254(c);
Labor Code Section 1198.5;
Accreditation Standard III.A.3.b

Personnel records are private (Government Code Section 6254(c)), accurate, complete, and permanent employment records maintained by the Human Resources Department.

Every employee has the right to inspect personnel records pursuant to the Labor Code. Upon advance request, the employee shall be permitted to examine his/her file within the Human Resources Department. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

No material shall be placed in the file unless the employee has had an opportunity to read the material and comment thereon. An employee shall have the right to enter, and have attached to any derogatory material, his/her own comments. An employee shall receive a copy of all evaluations put in his/her file.

The employee shall be permitted to request that any material in his/her file be reproduced.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that were obtained prior to the employment of the person involved. (Education Code Section 87031)

Date Approved: November 20, 2015