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ARTICLE XVII  
*PERSONNEL FILES*

A. Personnel files shall be single file for each unit member. Personnel files shall be kept in the District Personnel Office.

1. Unit members, upon request, shall have the right to inspect and obtain a copy (by paying actual reproduction costs) of the said unit member's personnel file material that may serve as a basis for affecting the status of employment of the unit member. Such inspection shall be at a time when the unit member is not required to render services.

2. Authorization for access to a unit member's personnel file must be obtained from either the Superintendent, a personnel administrator, or the unit member.

3. Materials not accessible for inspection by a unit member or their representative include reports and records obtained by the District prior to the person's employment, materials prepared by identifiable examination committee members, or which were obtained in connection with a promotional examination.

4. The District shall keep a log in the unit member's personnel file indicating the persons who have requested to examine the personnel file as well as the dates such requests were made.

B. Information of a derogatory nature or written intermediate discipline (letters of reprimand) shall not be entered or filed into a unit member's personnel file unless and until the unit member is given notice and an opportunity to review and comment thereon. A unit member shall have the right to enter, and have attached to information of a derogatory nature, their own comments thereon. Such review shall take place during normal business hours, and the unit member shall be released from duty for this purpose without salary reduction.

C. Pursuant to Code of Regulations, Title V, personnel records are classified as Class I Permanent Records. Negative or derogatory information which is four years old or more shall not be used as a primary charge in a notice to suspend or dismiss.