

All Personnel

AR 4112.6

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PERSONNEL RECORDS

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1. All material to be placed in a personnel file shall be processed through the administrator responsible for the maintenance of personnel files.
2. When an employee is asked to sign any material that is to be placed in the employee's file, it is with the understanding that the employee's signature signifies only that the employee has read the material and does not necessarily indicate agreement with its contents.
3. Governing Board members may request to review an employee's file at a personnel session of the entire Board. The contents of all personnel files shall be kept in strictest confidence.
4. Personnel files will be reviewed in the office where the files are maintained unless otherwise approved in writing through the Superintendent or designee or administrator responsible for maintaining files.
5. Personnel files shall be reviewed and replaced within the shortest time possible. In no case should a personnel file be left unattended or left unfiled overnight.
6. Employees may examine their own personnel file at a time when they are not required to render service to the District. Such inspection will take place in the office where the files are maintained, during normal business hours, in the presence of the administrative officer responsible for maintaining files.
7. Confidential placement information in file shall not be available for review unless marked "not confidential" or equivalent by the college, university or other placement office.
8. All reviews of personnel files shall be recorded, including notation of date and time reviewed, and name of administrator present during the review.
9. In no instance shall any material be removed from the file.
10. Any request by an employee to include any materials in the file must be approved by the administrative officer responsible for maintaining files.