

3021.                    ADMINISTRATIVE REGULATIONS ON PERSONNEL FILES

3021.1            The Vice President, Human Resources, shall be responsible for administering these regulations.

3021.2            "Personnel files" means all records contained in the employee's official District personnel file.

3021.3            Personnel files shall be kept in confidence. Access is limited to designated personnel of the District: the employee, a representative of the bargaining unit, if applicable (with the bargaining unit member's written authorization), the Superintendent/President, the Vice President, Human Resources, and line administrators of the District when actually necessary in the proper administration of the District's affairs or the supervision of the employee. Individual employees may inspect the materials in their own personnel file pursuant to law.

3021.4            The District's maintenance and retention of personnel files shall be overseen by the Vice President, Human Resources.

3021.5            No items other than those permitted by law or the collective bargaining agreements may be included in the personnel file.

3021.6            The affected employee shall be notified promptly of any negative documents placed in the personnel file. Information of a derogatory nature shall not be entered in the personnel file unless and until the employee is given notice and an opportunity to review and comment thereon. The provisions of the Education Code and the bargaining unit agreements shall govern the inclusion of any derogatory information in an employee's personnel file.

Reference: Education Code Section 87031

Revised:    October 22, 1991; May 22, 2019