



## **Board Policy 319 Personnel Files Certificated Staff**

Reference: *Education Code Section 87031*

It is necessary for the orderly operation of the District to prepare a file for the retention of all papers bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board requires that sufficient records exist to insure an employee's qualifications for the job held, compliance with state and local benefit programs, conformance with District rules and evidence of completed evaluations.

Materials in personnel files of employees, which may serve as a basis for affecting the status of their employment, are to be made available for the inspection of the person involved. Such material is not to include ratings, reports, or records which:

1. Were obtained prior to the employment of the person involved.
2. Were prepared by identifiable examination committee members.
3. Were obtained in connection with a promotional examination.

Information of a derogatory nature, except material mentioned in the preceding paragraph, shall not be entered or filed unless and until the employee is given notice and had an opportunity to review and comment thereon. An employee shall have the right to enter and have attached to any such derogatory statement, his/her own comments thereon. Such review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction. (Education Code 87031)

Personnel records shall not be available to Board members or administrators except as may be required in the performance of their job.

The general public may have access to only that information spread upon the minutes of the Board, but may also include attendance record, certification, special awards and distinctions and/or employment contracts.

Their personnel files shall be reviewed annually and material no longer required shall be destroyed.

Personnel wishing to review their own records may request access, during "normal" working hours, in writing, review the record in the presence of the administrator designated to maintain said records, or designee, make no alterations or additions to the record, not remove any material therefrom, and sign a log attached to the file indicating date and person reviewing.

Personnel wishing to dispute material in their record shall make a request in writing to the administrator designated to maintain the records and specify therein:

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1. name and date;
2. material to be appealed; and
3. reason for appeal.

The responsible administrator shall permit the addition of employee comments as per law.

Board approval date: \_\_\_\_\_