



AP 7145 Personnel Files

Reference:

Education Code Section 87031, Labor Code Section 1198.5

1. Personnel records are private, accurate, complete, and permanent. Personnel files are maintained in a locked, confidential and secure facility at all times.
2. Every employee has the right to inspect personnel records pursuant to the Labor Code.
3. Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter, and have their own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.
4. The employee may request that transcripts, degrees, awards, and certificates be included in their personnel file.
5. The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the district.
6. Nothing in this procedure shall entitle an employee to review ratings, reports, or records that:
 - a. were obtained prior to the employment of the person involved,
 - b. were prepared by identifiable examination committee members, or
 - c. were obtained in connection with a promotional examination or interview.

Endorsed by CPC 10/6/2020

Next review date fall, 2026