

PERSONNEL

Certificated and Classified Employee Records

A. Location

The district shall maintain a personnel file for each employee.

B. Employee Access to Personnel File

Any employee has the right to examine and copy materials from and/or have copies made of his or her personnel file during regular business hours.

The superintendent has authorized access to personnel records to the following individuals: Assistant Superintendent of Human Resources, Director of Employee Relations and clerical staff reporting to same.

The superintendent or his or her designee must be present when an employee is given access to his or her personnel file.

C. Access by Others to a Personnel File

Any person authorized by a valid court order shall have access to personnel files including payroll and medical information.

Principals and/or immediate supervisors may examine the files of staff employed in their building.

Any individual who has the written permission of an employee may request to examine or copy the employee's records.

D. Contents of Personnel File

A personnel file may contain, but is not limited to, transcripts from colleges or universities, a record of previous employment, evaluations, professional assessment instruments, letters of recommendation, directives, discipline, and copies of district contracts. All material in the personnel file must be related to the staff member's work, position, salary or employment status in the district. An employee may petition that the Human Resources office review all information in the personnel file. The Human Resources office shall determine if there is any irrelevant information and shall remove all such from the file. If the employee does not concur with the material that remains, the employee may file a statement of rebuttal or correction to be placed into the file.

E. Adding Material

The building principal, immediate supervisor and superintendent or designee are responsible for placing material in the proper personnel file. All materials placed in a personnel file shall be signed and dated. When material is critical of an employee, the person responsible for placing this material in the employee's file must forward a copy of the material to the staff member. Any material critical of an employee which is not shown to him or her within 15 days after placement in his or her file shall not be allowed as evidence in any grievance or disciplinary action against such employee.

F. Employee's Right to Object to Material Added

Appeal. An employee may appeal to the superintendent or designee for the removal of any material placed in his or her personnel file. This must be done by requesting a conference with the party involved for the purpose of examining the questioned material. If the staff member is not satisfied with the decision, he or she may follow the district complaint procedures.

Rebuttal. An employee has the right to submit a written statement of rebuttal relating to any material in his or her personnel file and have the written rebuttal placed within the file. A former employee shall retain the right of rebuttal or correction for a period not to exceed two (2) years.