

PERSONNEL

SUBJECT: Access to Certain Materials

Certain Materials in Personnel Files Available for Employee Inspection

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, or (3) were obtained in connection with a promotional examination.

Every employee shall have the right to inspect such materials upon request, provided that the request is made at a time when such person is not actually required to render services to the employing district.

The District shall keep a log indicating the persons who have examined a personnel file as well as the dates such examinations were made. Access to personnel files shall be limited to the involved employee, to those persons so authorized by the employee in writing, and to those administrators and Personnel Office staff so authorized by the Superintendent. Board members may request the review of an employee's file at a closed session of the entire Board. The contents of all personnel files shall be kept in the strictest confidence.