

**PERSONNEL FILES**

**5.1 Official Personnel File.** The personnel file of each employee shall be maintained in the College Human Resources Office for college employees and in the District Human Resources Office for District Office employees or those college employees reporting to District Office managers. Any files, including those kept by any supervising manager or any authorized employee, shall not contain any material that has not been made available to the employee. No adverse action of any kind shall be taken against an employee based on materials which have not been made available to the employee.

**5.2 Derogatory Materials.** Employees shall be provided copies of any derogatory material before it is placed in the employee's personnel file. A copy of the written material shall be stamped with the following statement and forwarded to the employee:

You are notified that at the end of fifteen (15) days, this will be placed in your personnel file. You have the right within fifteen (15) days to provide any written comments and have them attached to the copy of this letter in your file.

Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

**5.2.1** The employee's signature only denotes receipt of the document. The employee will be given the opportunity to provide written comment and have those comments attached to the correspondence in their file.

**5.2.2** If the employee refuses to acknowledge receipt of the correspondence, the material may be placed into the personnel file if accompanied by a written statement signed and dated by the supervising manager and signed and dated by a witness that the content of the material was reviewed with the employee.

**5.2.3** The employee shall be given a reasonable amount of time (agreed to by the Chancellor, Vice Chancellor, Human Resources and Organizational Development or College President, as appropriate) during normal working hours and without loss of pay to prepare a written response to such material. The written response shall be attached to the material.

**5.3 Right to Examine.** An employee shall have the right at any reasonable time, without loss of pay, to examine for a reasonable time, and/or obtain a copy of, any material from the employee's personnel file with the exception of material that includes ratings, reports, or records which were obtained prior to the employment of the employee involved.

**5.4 Confidentiality.** It is recognized that the personnel files are confidential and all efforts should be made to have such files stored and/or maintained in a manner that provides for such confidentiality. Official personnel files shall be available for inspection only to authorized employees of the District when actually necessary in the proper administration of the District's affairs, or the supervision of the employee.