



ARTICLE 5 - PERSONNEL FILES

- 5.1 Working Files: The official personnel files shall be kept in the central Administrative Office of the District. A working file may be maintained by the site administrator in a secured location. Bargaining unit members may examine the working file at the site if it does not interfere with normal teaching duties.
- 5.2 Association Access: Materials in the personnel file of a bargaining unit member, except as noted below, shall be made available for inspection by the bargaining unit member involved. Upon authorization by the bargaining unit member, an Association representative may review the bargaining unit member's file or accompany the bargaining unit member in his/her review of the file. Material which may be excluded from inspection shall be limited to ratings, reports or records which:
- 5.2.1 Were obtained prior to the employment of the bargaining unit member involved.
 - 5.2.2 Were prepared by identifiable examination committee members.
 - 5.2.3 Were obtained in connection with a promotional examination.
- Bargaining unit members shall have the right to inspect, obtain and pay for a copy of personnel file materials, upon request.
- 5.3 Access to Personnel Files: Inspection of a personnel file at the District Administration Office must be scheduled in advance by contacting Human Resources. Access to personnel files shall be limited to members of the State, County, and the District Administration on a need-to-know basis. The contents of all personnel files shall be kept in the strictest confidence.
- 5.4 Derogatory Information: Information of a derogatory nature, except material excluded in accordance with Section 5.2, shall not be entered or filed unless and until the bargaining unit member is given notice and an opportunity to review and comment thereon. Such review and any preparation of comments in response to the material and/or statement shall take place during normal business hours, and the bargaining unit member shall be released from duty for this purpose without salary reduction.
- 5.5 Documentation: All material placed in a bargaining unit member's file shall be dated and signed by the person who prepared the material. No anonymous letters or materials shall be placed in this file.
- 5.6 Access Authorization: The District shall keep a log indicating the persons who have requested to examine a personnel file as well as the dates such requests were made. Such log shall be available for examination by the bargaining unit member or their authorized Association Representative.
- 5.7 Worker's Compensation: All paperwork concerning a worker's compensation claim (industrial injury) will be kept separate from the official personnel file.