

3021.      ADMINISTRATIVE REGULATIONS ON PERSONNEL FILES

3021.1      The Administrative Dean, Human Resources, shall be responsible for administering these regulations.

3021.2      "Personnel files" means all records contained in the employee's official District personnel folder.

3021.3      Personnel files shall be kept in confidence. Access is limited to designated personnel of the District: the employee, a representative of the bargaining unit, if applicable (with the bargaining unit member's written authorization), the Superintendent/President, the Administrative Dean, Human Resources, and line administrators of the District when actually necessary in the proper administration of the District's affairs or the supervision of the employee. An individual employee may inspect the materials in his or her own personnel file.

3021.4      All files shall remain in the office of the Administrative Dean, Human Resources.

3021.5      No items other than those specifically allowed by the Education Code or the collective bargaining agreements may be included in the personnel file.

3021.6      The affected employee shall be notified immediately of any negative documents placed in the personnel file. Information of a derogatory nature shall not be entered in the personnel file unless and until the employee is given notice and an opportunity to review and comment thereon. The provisions of the Education Code and the bargaining unit agreements shall govern the inclusion of any derogatory information in an employee's personnel file.

