



AP 7145 Personnel Files

Personnel records are private, accurate, complete, and retained as defined in BP/AP 3310 titled Records Retention and Destruction. Each collective bargaining agreement outlines the method for access, reproduction, inclusion of material, and other pertinent treatment of personnel materials.

Pursuant to the Education Code and Labor Code, every employee has the right to inspect one's personnel records.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. Employees shall have the right to enter, and have their own comments attached to any derogatory statement in their personnel records. Review of personnel files shall take place in the Human Resources Office during normal business hours and at a reasonable time.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that:

- were obtained prior to the employment of the person involved,
- were prepared by identifiable examination committee members, or
- were obtained in connection with a promotional examination or interview.

References: Education Code Section 87031;
Labor Code Section 1198.5

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