

1 **ARTICLE 11: PERSONNEL FILES**

2 **Section 11.1 - District Files.** The District shall maintain the unit member’s personnel file at the District central
3 office. Materials not accessible for inspection by the unit members include reports and records obtained by the
4 District prior to the unit member’s employment, materials prepared by identifiable examination committee
5 members or which were obtained in connection with a promotional examination.

6 **Section 11.2 - Inspection of File.** The unit member or, upon written authorization by that unit member, a
7 representative of the Association, shall be permitted to examine and/or obtain copies of materials in such unit
8 member’s personnel file. Copies of materials in the unit member’s file may be obtained for a nominal fee. (A
9 minimum of three (3) days advance notice must be given to the Human Resources Office for copies of material
10 in the unit member’s personnel file.)

11 Inspection of files shall take place during normal District business hours, and the unit member shall be released
12 from duty for this purpose without salary reduction. However, the unit member must make an appointment, in
13 advance, with the Human Resources Office to arrange, as soon as possible, a specific time for reviewing his/her
14 personnel file.

15 **Section 11.3 - Identification.** Any person who prepares written material for placement in the unit member’s file,
16 shall sign the material and indicate the date on which the material was prepared. Information of a derogatory
17 nature, except material mentioned in Section 11.1 above, shall not be entered or filed unless, and until, the
18 employee is given notice and an opportunity to review and comment thereon. If, after conferring with the unit
19 member and the complaining party, the District is satisfied that the derogatory allegations are creditless and
20 without merit, the material containing such allegations will be disregarded and shall not be placed in the unit
21 member’s file.

22 **Section 11.4 - Access.** Access to personnel files shall be limited to members of the District and Management
23 Team members. The Board of Education may request a review of a unit member’s personnel file at a Board of
24 Education meeting. A form shall be attached to the front of each file whereon the person reviewing the file shall
25 put his/her signature, the date, and purpose for reviewing the file each time the file is reviewed. The contents
26 of all personnel files shall be kept in strictest confidence.

27 **Section 11.5 - Exclusions.** Neither the provisions on adding material nor on reviewing a file shall apply to
28 members of the Human Resources Office when they are performing the regular functions of their jobs.

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