

## **ARTICLE 11: Personnel Files**

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

**Section 11.2-Inspection of File.** The unit member or, upon written authorization by that unit member, a representative of the Association, shall be permitted to examine and/or obtain copies of materials in such unit member's personnel file. Copies of materials in the unit member's file may be obtained for a nominal fee. (A minimum of three (3) days advance notice must be given to Human Resources Office for copies of material in the unit member's personnel file). Inspection of files shall take place during normal District business hours, and the unit member shall be released from duty for this purpose without salary reduction. However, the unit member must make an appointment, in advance, with the Human Resources Office to arrange, as soon as possible, a specific time for reviewing his/her personnel file.

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

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

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