

## HARTNELL COMMUNITY COLLEGE DISTRICT

### AP 7145 Personnel Files

**References:** Education Code Section 87031; Labor Code Section 1198.5; collective bargaining agreements; ACCJC Standard III.A.15

Personnel records are kept in the Human Resources Office, and are private, accurate, complete, and permanent.

Every employee has the right to inspect his or her own personnel records pursuant to Labor Code, section 1198.5. Procedures and timing for inspecting personnel records are found in collective bargaining agreements, whose provisions prevail over these. All procedures require giving the Human Resources Office 24 hours' notice of a request to inspect files. An employee's review of his or her file shall take place during normal business hours, at a time when the employee is not required to render services to the District.

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. The employee shall have the right to enter, and have his/her own comments attached to any derogatory statement.

If the employee normally reports to work at a campus location other than where the personnel files are kept, and the files cannot be made available in that location or in another way, then the employee shall be released from duty for the purpose of reviewing his or her personnel file at the Human Resources Office, without salary reduction.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that (a) were obtained prior to the employment of the person involved, (b) were prepared by identifiable examination committee members, or (c) were obtained in connection with a promotional examination or interview.

Approved by the Superintendent/President: February 19, 2019

Replaces BP 5025