

## **PERSONNEL MATTERS**

### **REASONABLE ACCOMMODATION**

Riverside Community College District provides reasonable accommodations to qualified managers and employees with disabilities within the meaning of the California Fair Employment and Housing Act and the Americans with Disabilities Act. This would include accommodations for those employees who are returning to work after a long illness or injury (whether or not workers' compensation related) and whose health care providers have indicated the employee may return to work with restrictions/limitations (permanent or temporary). To request a reasonable accommodation review contact Diversity & Human Resources Administrative Manager for the appropriate paperwork to start the review.

### **PERSONNEL FILES**

The official personnel file of each manager is maintained in Diversity and Human Resources department.

#### **Derogatory Material**

Managers shall be provided with copies of any derogatory material before it is placed in the manager's personnel file. The manager shall be given a reasonable amount of time, agreed to by the Vice Chancellor of Diversity and Human Resources or designee, during normal working hours and without loss of pay, to prepare a written response to such material. The written response shall be attached to the material.

#### **Right to Examine**

A manager shall have the right at any reasonable time, without loss of pay, to examine and/or obtain a copy of any material from their personnel file with the exception of material that includes ratings, reports, or records which were obtained prior to employment with the District. All managers who wish to examine their personnel file shall ordinarily make an advance appointment with a member of the Diversity and Human Resources department to do so.

#### **Confidentiality**

All personnel files shall be kept in confidence and shall be available for inspection only to other managers of the District when actually necessary in the proper administration of the District's affairs or the supervision of the employee.

### **PERFORMANCE EVALUATIONS & PROBATIONARY STATUS**

The District values its managers and the critical role they play. The District employs a formal evaluation process that is systematic, timely and objective; recognizes management strengths; and is designed to address deficiencies and improve management performance when necessary. Informal and continuous communication between a manager and his/her supervisor is encouraged.