

ARTICLE XII – PERSONNEL FILES

- A. The official personnel file of an academic employee shall be maintained at the District's Office of Human Resources. Said file shall be available for inspection as set forth hereafter and shall be the file upon which any disciplinary action against the employee may be based.
- B. Every academic employee shall have the right to inspect his or her personnel file upon request, provided that the request is made at a time when there would be minimal interruption of such person's services to the District and when the personnel clerk/administrator responsible for files is available to be in attendance. Personnel files, which may be inspected, shall not include such materials as ratings, reports, or records which were obtained prior to the employment of the person involved or were prepared by identifiable examination committee members or were obtained in connection with a promotional examination.
- C. Information of a derogatory nature, except materials mentioned in Section B of this Article, shall not be entered or filed unless and until the employee is given notice and the opportunity to review and comment thereon. An employee shall have the right to enter, and have permanently attached to any such derogatory statement, his/her own comments thereon. Such review shall take place during business hours, and the employee shall be released from duty (but not during such employee's teaching hours) for this purpose without any salary reduction. Derogatory information placed in the personnel file shall identify the source(s) of such information or, alternatively, where the source is a current student and where confidentiality of such source is appropriate, the information shall not be placed in the file unless the supervisor placing the material in the file has conducted an appropriate investigation of the circumstances. In such cases, the supervisor shall set forth the nature of the investigation conducted.
- D. Personnel files shall be available for inspection during regular office hours each day the Office of Human Resources is open for business. At least two (2) days each week the office shall be open during the noon hour.
- E. All material of an evaluative nature subsequent to employment placed in the personnel file shall indicate the date it was prepared or placed in the file and who was responsible for its preparation.
- F. Within thirty (30) calendar days from the date a College/District official, with evaluation responsibility over an employee, is notified of a complaint by a student or member of the public against such employee, the employee shall also be notified of the complaint, or such complaint may not be

entered into the personnel file.

- G. Written statements of a positive nature received by the College/District pertaining to the employment performance of a faculty member shall be placed in the faculty member's personnel file upon the faculty member's request.
- H. If subsequent to the entry of derogatory information into the personnel file the College/District determines that the information is inaccurate in some respect, a statement setting forth the correct information shall be permanently attached to the statement containing derogatory information, and the employee shall be provided a copy.