



ADMINISTRATIVE **PROCEDURE**

7145

DESERT COMMUNITY COLLEGE DISTRICT

PERSONNEL FILES

Personnel records are private, accurate, complete, and permanent. Every employee has the right to inspect personnel records pursuant to the Labor Code.

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 or her own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction. The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the district.

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.

Collective bargaining agreements also contain some stipulations for personnel files and these should be reviewed.

References: Education Code Section 87031; Labor Code Section 1198.5

Administrator: VP, Human Resources

Adopted January 2006

Executive Cabinet Review: September 8, 2020

College Planning Council Review/Approval 1st Reading: September 11, 2020

College Planning Council Review/Approval 2nd Reading: October 23, 2020

Board Meeting/Information Item: November 13, 2020

Next Review: November 2025