

All Personnel

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PERSONNEL RECORDS

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Personnel records shall be kept for all current employees and shall include information usually expected in good personnel administration.

A file shall be kept for all former employees, including such information as shall seem appropriate to the administration.

All personnel files are confidential and shall be available only to the employee, persons authorized by the employee, the Superintendent or designee, and those authorized by the Superintendent.

Ratings, reports, or records shall not be available for inspection by employees if they were obtained prior to the employment of the person involved, prepared by identifiable examination committee members, or obtained in connection with a promotional examination. However, non-credentialed employees shall have access to any numerical scores obtained as a result of written examinations. (Education Code 44031)

Derogatory information will be placed in personnel files and reviewed in accordance with the collective bargaining agreement. All other written materials filed in personnel records shall be made available for inspection by the employee at an off-duty time. Inspection shall take place in the presence of an administrator.

Legal Reference:

EDUCATION CODE

44031 Personnel file contents and inspection

44663 Performance appraisals and related materials

ATTORNEY GENERAL'S OFFICE NO. CV 75-73 June 6, 1975

Policy
adopted: February 22, 1994

EL RANCHO UNIFIED SCHOOL DISTRICT
Pico Rivera, California

All Personnel

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PERSONNEL RECORDS

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Placement of Material in Personnel Files

All material to be placed in a personnel file shall be processed through the administrator responsible for the maintenance of personnel files.

Personnel files will be reviewed in the office where the files are maintained unless otherwise approved in writing through the Superintendent or designee or administrator responsible for maintaining files.

Personnel files shall be reviewed and replaced within the shortest time possible. In no case should a personnel file be left unattended or left unfiled overnight.

When an employee is asked to sign any material that is to be placed in the employee's file, it is with the understanding that the employee's signature signifies only that the employee has read the material and does not necessarily indicate agreement with its contents.