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PERSONNEL FILES AND CONFIDENTIALITY

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ED CODE: 87031

SEIU Article 4

AFA Article 20

GOVERNMENT CODE § 6254.3

Personnel records shall be kept on all current employees and shall be maintained in the Human Resources Department.

For District faculty and classified employees, the materials appropriate to place in personnel files and the procedures regarding the maintenance and access to these files shall be found in the Contracts between the recognized bargaining units and the District.

All personnel files will be considered confidential and will not be available to persons other than the employee and those authorized on a "need-to-know" basis by the Superintendent/President. (All others must have a written release from the employee.) An employee shall have the right, during reasonable business hours and without loss of pay, to inspect any employment record retained in his/her personnel file that may serve as a basis for attesting the status of his/her employment with the exception of items precluded by the California Education Code.

It shall be the responsibility of each employee to file a written restriction if his/her home address and/or home telephone number is not to be released to the public, or provided to his/her respective employee organization, if applicable.