

BOARD POLICY

Employees; Personnel Files, Rights Pertaining to

Each employee shall possess the following rights with reference to his/her personnel file which is maintained by the employer:

- A. Strict observance by the employer of absolute confidentiality of the personnel file, which shall mean that:
 - 1. Access to and use of the contents of the file shall be limited exclusively to those persons with a legitimate administrative need for such data as might be contained therein.
 - 2. Such access to and use of the contents of the personnel file shall be under direct authorization and responsibility of the Board, the superintendent, and the assistant superintendent/Office of Personnel Services.
- B. Each employee and his/her designated representative, if such designated representative is accompanied by the employee, shall possess the right to have the contents of his/her personnel file disclosed to himself/herself and the employee shall have the right to receive copies of the contents included within the personnel file at a reasonable fee, except those documents originating from outside the district which were solicited or received prior to the origin of employment in this district, on the condition that such data were not to be disclosed to the employee, were prepared by identifiable examination committee members, or were obtained in connection with promotional examinations.
- C. Each employee shall possess the right to make part of this personnel file maintained by the employer any written response to any documents included within the personnel file and to make part of the personnel file any documents or exhibits which, in the judgment of the employee, relate to his/her employer-employee relations or his/her conditions of employment.

Official school district employee records shall be maintained under strict precautions to ensure that personal identifiable information is accurate, relevant, timely, complete, and confidential. All such records contained in written and/or electronic files shall be open for the employee's inspection and review; and an opportunity to write a statement(s) of response shall be given in compliance with federal and state laws and/or applicable selections of the Education Code, under appropriate regulations and operating procedures developed and implemented by the superintendent or a designated representative.

No personal information regarding any particular employee shall be disseminated to any person or agency, except under the judicial process, unless the person or agency is stipulated by federal and state laws, or is required by federal and state statutes, or is authorized in writing by the particular employee.

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Ref: EC Section 44031;
P.L. 93-579, Sections 552, 3102
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