

ADMINISTRATIVE REGULATION 7145

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

PERSONNEL FILES OF MANAGEMENT TEAM MEMBERS

Personnel records are private, accurate, complete, and permanent. Personnel records are maintained in District Human Resources.

Every Management Team member 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 their 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 a reasonable amount of time for this purpose without salary reduction.

With the exception of personnel documents or any documents previously signed by the employee, any material placed in an employee's file must be signed and dated by both the employee and the individual who is requesting that the material be placed in the employee file. The employee's signature is only to acknowledge that the employee saw the document, it does not imply agreement with the material. A copy of any document other than the aforementioned personnel documents or documents previously signed by the employee shall be given to the employee prior to the time of insertion in the personnel file.

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.

Reference:

Education Code Section 87031, et seq.
Labor Code, Section 1198.5, et seq.

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