

**PERSONNEL FILES**

<b>BP No. 7145</b>
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Board Adopted: 6-29-76; Rev. 6-7-78; 1-10-79, 3-16-77; 2-8-78; 1-10-79; 4-13-05

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- I. Every employee has the right to inspect the personnel record that the District maintains relating to the employee's performance or to any grievance concerning the employee pursuant to section 1198.5 of the Labor Code.
- II. The employee shall not have the right to inspect personnel records at the time when the employee is actually required to render services to the District. (EC 87031(2))
- III. Information of a derogatory nature shall not be entered or filed until the employee is given notice and an opportunity to review and comment on the information within ten (10) days of such notice. (From previous BP 5460) The employee shall have the right to enter and have attached to any derogatory statement his or her own comments (EC 87031(1)) within ten (10) calendar days.
- IV. This section shall not apply to ratings, reports, or records which (1) were obtained prior to the employment of the person involved, (2) were prepared by identifiable examination committee members, or (3) were obtained in connection with a promotional examination.
- V. Each employee shall furnish to the Human Resources Office his/her correct residence, and, if different, his/her correct mailing address. Changes of employee name, street and/or post office box address and phone number shall be reported to the Human Resources Office within ten (10) working days of the change.
- VI. Source/Reference  
  
EC 87031, LC 1198.5