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Policy Owner: Chief Human Resources Officer
Approved by: President
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Access to Personnel Files

Employee files are maintained by the Human Resources department and are considered confidential. Employees, or their representative, may request access to their personnel file. They may not have access to the following records: 1) confidential information from a person under an agreement that the identity of the source of the information will not be disclosed, unless all data identifying the source of the information is removed; 2) medical records that, if disclosed, in the opinion of the employee's doctor, would be injurious to the health of the employee; 3) criminal investigation records; 4) suitability inquiries and confidential questionnaires undertaken in accordance with the District's merit system; and 5) test and examination materials that may continue to be used for promotion and selection decisions (a description of the test and general results may be disclosed, however). Each Employee shall have the right to present information immediately germane to any information contained in his or her official personnel file and seek to have irrelevant, immaterial, or untimely information removed from the file.

For the purpose of this policy, information other than a record of official personnel action is untimely if it concerns an event more than 3 years in the past upon which an action adverse to an employee may be based. Immaterial, irrelevant, or untimely information shall be removed from the official personnel file upon the finding by the CHRO that the information is of such a nature.

All requests for access to personnel files must be provided in writing to the Human Resources department. Personnel file access will generally be permitted within 3 days of the request. Personnel records are to be reviewed in the presence of a representative of the Human Resources department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

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