

**CHAPTER 7: HUMAN RESOURCES
ADMINISTRATIVE PROCEDURE NO.: 7145**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Personnel Files

Adoption Date: August 27, 2013

Review Date:

Revision Date: December 4, 2019

Responsible Area: Vice President, Human Resources

Responsible Office: President's Office

Policy Reference: Education Code Section 87031; Labor Code Section 1198.5

Personnel records are private, accurate, complete, and permanent.

Every employee 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 the employee's 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 this purpose without salary reduction.

The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the District (i.e., during an employee's regularly scheduled hours).

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.

Procedures for accessing personnel files for bargaining unit classified employees shall be found in the California School Employees Association Chapter 581 Bargaining Agreement. Procedures regarding personnel files for faculty shall be found in the College of the Siskiyou Faculty Association/CCA/CTA/NEA Collective Bargaining Agreement.