



Reference: *Education Code Section 87031;*
Labor Code Section 1198.5;
CSEA Collective Bargaining Agreement;
WHCFA/CTA/NEA Collective Bargaining Agreement

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 his/her/their own comments attached to any derogatory statement.

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.

Date: 02/22/2023