

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7005 Personnel Files

Reference(s):

Education Code Section 87031
Labor Code Section 1198.5
Americans with Disabilities Act
29 code of Federal Regulations Section 1630.14

In addition to the procedures contained in this Administrative Regulation, the collective bargaining agreements between the District and recognized employee organizations may contain additional provisions related to personnel records. If a conflict between these regulations and a collective bargaining agreement exist, the provisions of the collective bargaining agreement shall prevail.

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

Every employee has the right to inspect his/her 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 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.

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.

Information regarding the medical condition or history of any employee shall be maintained in a separate confidential medical file. Access to the medical records are restricted to those persons who have a legal right or authorization to inspect the confidential records in accordance with BP 7005.

Responsible Manager: Vice Chancellor of Human Resources

Revised: March 17, 2014 (Previously AR4110)

Revised: September 19, 2016