

## **Administrative Procedure 7145**

## **Personnel Files**

Personnel records are private, accurate, complete, and permanent employment records maintained by Human Resources. There shall be one (1) official District personnel file for each employee. The material in the official District personnel file shall be considered and used as the only official personnel record of the District in any proceeding affecting the status of the employee's employment with the District. Items placed in the file shall be clearly identified as to its source or originator and its date of receipt by the District.

Official District personnel files shall be available only to specifically designated persons. No other party shall have access to an employee's file, except as the result of a legal proceeding, without the written authorization of the employee. Human Resources shall maintain a log of access to employee files by any person not working in Human Resources.

Every employee has the right to inspect personnel records pursuant to the Labor Code and upon written request by the employee. The review shall take place during normal business hours and at a time when such employee is not otherwise required to render service to the District unless mutually agreeable to the employee and the employee's Dean, Director or Manager. The employee shall be released from duty for this purpose without salary reduction.

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 their own comments attached to any derogatory statement. Such opportunity to review and comment shall take place during normal business hours and the affected employee shall be released from duty for this purpose without salary reduction.

### **References:**

Education Code Section 87031;  
Labor Code Section 1198.5

El Camino College  
Adopted: 4/16/18