

SOLANO COMMUNITY COLLEGE DISTRICT

PERSONNEL FILES

4140

POLICY: A personnel file shall be maintained on each regular employee of the District. The personnel files shall be located in the Human Resources Department. The personnel files will be made available for inspection by the employee in accordance with the law and/or respective collective bargaining agreement.

REFERENCES/

AUTHORITY: California Education Code, Section 87031

SLD/zg

BP 4140

ADOPTED: May 19, 1982

REVISED: February 18, 1987

January 21, 2004

SOLANO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES PROCEDURES

PERSONNEL FILES 4140

Contents of Personnel File

1. **Each employee's personnel file located in the Human Resources Department shall contain the following minimum items of information at time of employment:**
 - a. **Required tuberculosis clearance**
 - b. **Transcripts of academic records**
 - c. **Teaching/service credential(s), and licenses, if applicable**
 - d. **Signed application form**
 - e. **Oath**
 - f. **Copy of payroll memo and other required information such as, physical exam form, verification of experience, etc.**

The employee is responsible for providing the Human Resources Department with the requested documents and keeping them updated.

2. Documents to be placed in an employee's personnel file after initial employment in the District shall be reviewed by the Director of Human Resources prior to placement in the file. Documents not appropriate will be returned to the employee or originator.
3. Documents will not be placed in the employee's personnel file unless the employee has knowledge of such filing as follows:
 - a. **A District filing notification stamped on document,**
 - b. **Document is copied (cc) to personnel file,**
 - c. **A separate memo notifying employee of filing.**

Documents exempt from the above mentioned notification are as follows, but not limited to: annual payroll memos, annual performance evaluations; updated transcripts ; updated tuberculosis information; fringe benefit information; updated general personnel information documents; and other personnel information pertinent to employment in the District.

4. Personnel files shall not contain ratings, reports, or records which were obtained prior to employment or were obtained in connection with a promotional examination.

Placement of Derogatory Material in Personnel File

1. Information of a derogatory nature relative to an employee's conduct or service shall not be placed in an employee's personnel file unless and until the employee is notified.

2. Any complaints made by any person directed toward an employee and deemed serious enough to become a matter of formal record shall be promptly called to the employee's attention in writing. Employees are entitled to know the identity of the source of all such complaints and to be given an opportunity to review and respond in writing. The employee shall have the right to comment within ten (10) working days on any derogatory material placed in his/her personnel file.
3. A letter of reprimand resulting from Items 1 and 2 above must contain the following information:
 - a. Statement of what occurred
 - b. Date and time of occurrence which resulted in reprimand
 - c. Indicated rule, policy, or collective bargaining provision that has been broken or violated by the employee or other reasons
 - d. Indicate specifically what the employee is directed to do to correct the situation
 - e. Include a statement of the employee's rights
 - f. Attach any documents relative to letter of reprimand

Review of Personnel File

1. Every employee shall have the right to inspect materials in his/her personnel file upon request and in accordance with established procedures set forth in the collective bargaining agreement. This review shall be in the presence of the Director of Human Resources or designee.
2. All personnel information concerning District employees is generally considered confidential and may be reviewed only on a "need-to-know" basis. Persons holding supervisory and management positions may review contents of personnel files for recommendation, promotion, transfer, and retention/dismissal.
3. A representative of the employee's choice may accompany the employee to review the employee's personnel file. A representative may review the file without the presence of the employee as long as the representative has written authorization from the employee.
4. A log will be kept in the personnel file to record the signature of the reviewer and witness as well as the date of review. Those employees who maintain personnel files are exempt from logging in on the record.

SLD/zg

BP 4140 Personnel Files Procedures

8/88

Governing Board Review: 1/21/04