

**PERSONNEL FILE CONTENTS**

1. The following information/documents can be placed in the official personnel file:
  - a. Emergency notification information and personal status changes, including home address, telephone number, marital status and dependent changes.
  - b. Employee history log.
  - c. Status changes (records of personnel actions).
  - d. Selection records (requisition, application, resume, test results, offer/acceptance letters).
  - e. Loyalty oath and fingerprint information.
  - f. Evaluations.
  - g. Documentation of significant events, including warnings and disciplinary actions.
  - h. Separation records.
  
2. A separate file should be maintained for the following information/documents (there are legal reasons why this information should **not** be a part of the official personnel file):
  - a. Pre-employment reference checks (the employee is not allowed to see this information, according to the California Labor Code).
  - b. Legal action information, including EEO complaints.
    - Medical information (including pre-employment physical reports, injury reports, doctor's memos, worker's compensation information).
    - Employment Eligibility Verification (Form I-9) and work authorization documents.

As an alternate to maintaining a separate file, the above documents may be filed in a separate jacket or folder within the official personnel file. In this case, the jacket or folder must be marked to indicate the information within is not part of the official personnel file and is to be removed prior to examination of the file by the employee.

3. An employee shall have the right to examine his/her official personnel file during non-instructional hours, break periods, lunch periods, or other non-working periods.
  
4. Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information. Derogatory material placed in the official personnel file shall be signed and dated by the individual responsible, and signed and dated by the employee on the date reviewed. *The employee's signature only denotes receipt of the document.* The employee will be given the opportunity to provide written comment and have those comments attached to the correspondence in their file.

If the employee refuses to acknowledge receipt of the correspondence, the material may be placed into the personnel file if accompanied by a written statement signed and dated by the manager and signed and dated by a witness that the content of the material was reviewed with the employee on the date reviewed.

Education Code 87031  
Public Employees Union, Local 1, Article 15.0  
United Faculty Agreement, Article 18.0