



## **AP 7145 Personnel Files**

Personnel files are private records that are secured and retained by Human Resources consistent with state and federal law and BP/AP 3310 Records Retention and Destruction. Each collective bargaining agreement outlines the method for access, reproduction, inclusion of material, and other pertinent treatment of personnel materials.

Pursuant to the Education Code and Labor Code, every employee has the right to inspect one's personnel records.

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. Employees shall have the right to enter, and have their own comments attached to any derogatory statement in their personnel records. Review of personnel files shall take place in the Human Resources Office during normal business hours and at a reasonable time.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that:

- were obtained prior to the employment of the person involved,
- were prepared by identifiable examination committee members, or
- were obtained in connection with a promotional examination or interview.

The Superintendent/President shall implement a system by which staff and faculty can declare an affirmed name, gender, or both name and gender identification to be used in their records where legal names are not required by law. Upon the request of a staff or faculty member, the District shall update any records for the individual to include the affirmed name, gender, or both name and gender identification, wherever their legal name is not required to remain on such records. The records that shall be updated include but are not limited to District-issued email addresses, employee identification cards, class rosters, unofficial and official transcripts, degrees, certificates of completion of courses, or similar records.

References: Education Code Sections 66271.41 and 87031;  
Labor Code Section 1198.5

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