

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

I.

Board Policies Covering All Employees

Board Policy No. 4009: PERSONNEL FILES

- A. The District shall maintain personnel files of employees at its discretion.

- B. Materials in the personnel files of an employee which may serve as a basis for affecting the status of the employee's employment are to be made available for the inspection of the employee. However, an employee may not inspect ratings, reports, or records which: 1) were obtained prior to the employment of the employee, 2) were prepared by identifiable examination committee members, or 3) were obtained in connection with a promotional examination. Every employee shall have the right to inspect such materials upon request, provided that the request is made at a time when such person is not actually required to render services to the District.

- C. Information of a derogatory nature shall not be entered or filed unless and until the employee is given notice and an opportunity to review and comment thereon. Such notice shall allow ten (10) calendar days for review and comment. An employee shall have the right to enter comments and have them attached to any such derogatory information. Review of any derogatory information may take place during normal business hours, and the employee shall be released from duty for this purpose without salary reduction.

Paragraph C does not apply to information listed in the three numbered phrases in paragraph B immediately above. An employee may not inspect ratings, reports, or records which: 1) were obtained prior to the employment of the employee, 2) were prepared by identifiable examination committee members, or 3) were obtained in connection with a promotional examination.

- D. If an employee disagrees with materials or the contents of materials to be placed in the employee's personnel files, the employee may prepare a written statement within ten (10) days of knowledge of the materials which will be attached to the materials in the personnel file.

Legal Reference:
Education Code section 44031

Date Policy Adopted By The Board: July 23, 2001