

BP 7145 Personnel Files

Reference: *Education Code Section 87031;*
Labor Code Section 1198.5;
Accreditation Standard 7.D.4.

Adoption Date: May 19, 2009

Each employee has one official personnel file. Every employee has the right to inspect his/her own personnel file. The review shall take place during normal business hours. If the employee must make arrangements with his or her supervisor to be released for a file review, that release shall be granted in a reasonable and mutually agreeable time. The employee will not incur a salary reduction for the time used to review his or her official personnel file.