

## **PROCEDURES TO MAINTAIN AND ACCESS PERSONNEL RECORDS**

The District maintains employment records for each employee which will include all material required by state and Federal law, and other documents as determined by the Administration. The custodian for personnel records is Director of Human Resources and Labor Relations.

### **Access by the Employee to His/Her Own File:**

The custodian will permit an employee to inspect his/her personnel records, including records which have been used to determine qualification for employment (except letters of reference), promotion, additional compensation, release from employment or other disciplinary action. In order to gain access, the employee must:

- request an appointment with the custodian during normal business hours;
- inspect the records in the presence of the custodian.

Former employees also have the right to inspect their records.

### **Access by Third Parties:**

There is a potential statutory or civil liability for improper release of personnel information to third parties. Any member of the District community who receives an inquiry about an employee or former employee of the District should promptly forward the request to the appropriate custodian of records.

### **Access by Board of Trustees:**

The Board may access the employment records of any employee when a majority of the Board votes to access said records. Employees will be noticed in advance if possible of the Board's intent to review personnel records.