

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 4112.6/4212.6/4312.6(a)

All Personnel

Personnel Records

Placement of Material in Personnel Files

All material to be placed in a personnel file shall be processed through the administrator responsible for the maintenance of personnel files.

When an employee is asked to sign any material that is to be placed in the employee's file, it is with the understanding that the employee's signature signifies only that the employee has read the material and does not necessarily indicate agreement with its contents.

The following procedure shall be followed regarding material of a derogatory nature:

1. The employee will be given notice and an opportunity to review and comment on the material.
2. The notice will inform the employee that he/she may review the derogatory material during normal business hours, that the employee will be released from duty for this purpose, and that the employee must respond within ten (10) working days from the receipt of the notice.
3. The material will be signed and dated by the originating person. Anonymous documents, letters or other materials will not be filed.
4. The Superintendent or designee will conduct an investigation of the matter and issue a decision in writing to the employee. The Superintendent or designee shall either ask the employee to make corrections deemed necessary or else shall refuse to amend the record. Material containing allegations determined to be untrue or not founded in fact will not be included in an employee record.
5. After the employee has reviewed and made written comments on the derogatory material it will be entered into the personnel file and will become a part of the employee's permanent record.

Management Review Procedures

1. Management personnel with a valid "right to know" or "need to know" may, with the Superintendent's authorization, review an employee's personnel file.
2. Board members may request to review an employee's file at a personnel session of the entire Board. The contents of all personnel files shall be kept in strictest confidence.
3. Personnel files will be reviewed in the office where the files are maintained unless otherwise approved in writing through the Superintendent or administrator responsible for maintaining files.
4. Personnel files shall be reviewed and replaced within the shortest time possible. In no case should a personnel file be left unattended or left unfiled overnight.

File Review by Employee

1. Employees wishing to inspect their personnel file in the office of personnel services must first contact an administrator from personnel services. An employee may be accompanied by a representative of the employee's choice while reviewing the file.
2. Employees may examine their own personnel file at a time when they are not required to render service to the District. Such inspection will take place in the office where the files are maintained, during normal business hours, in the presence of the administrative officer responsible for maintaining files.
3. Confidential placement information in file shall not be available for review unless marked "not confidential" or equivalent by the college, university or other placement office.
4. All reviews of personnel files shall be recorded, including notation of date and time reviewed, and name of administrator present during the review.
5. In no instance shall any material be removed from the file. (See above procedure regarding derogatory material.)
6. Any request by an employee to include any materials in the file must be approved by the administrative officer responsible for maintaining files.
7. Requests for copies of material in personnel file must be in writing.