

## Human Resources

**AP 7145 PERSONNEL FILES****References:**

Education Code Section 87031;  
Labor Code Section 1198.5

Personnel records are private, accurate, complete, and permanent.

Every employee has the right to inspect personnel records pursuant to the Labor Code.

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. The employee shall have the right to enter, and have his/her/their own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the District.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that (a) were obtained prior to the employment of the person involved, (b) were prepared by identifiable examination committee members, or (c) 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. The records that shall be updated include but are not limited to District-issued email addresses, employee identification cards, class rosters, official and unofficial transcripts, diplomas, certificates of completion of courses, or similar records.

Documents shall be kept in the Human Resources Department, as appropriate, with the exception of some payroll, leave records, and statistical and financial accounting data, including academic employee assignments which may be stored in the District's computer system.

Refer to the current collective bargaining agreement for the applicable employee group.

*Office of Primary Responsibility:* Human Resources

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Reviewed/Revised: April 16, 2019; September 19, 2023

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