

ARTICLE 5 - EMPLOYEE RIGHTS

5.1 PERSONNEL FILES:

5.1.1 The personnel file of each unit member shall be maintained at the District's central administration office. Materials in personnel files of unit members which may serve as a basis for affecting the status of their employment are to be made available for the inspection and signature of the person involved. Inspections must be scheduled in advance by appointment with the Superintendent or designee. Such material is not to include ratings, reports, or records which:

- (1) were obtained prior to the employment of the person involved,
- (2) were prepared by identifiable examination committee members, or
- (3) were obtained in connection with a promotional examination.

5.1.2 Unit members shall be provided with copies of any derogatory written material before it is placed in the unit member's personnel file. The unit member shall be given an opportunity to prepare a written response. The written response shall be attached to the material.

5.1.3 Unit member's inspection of his/her file shall take place during normal business hours maintained by the District Office which may include the normal duty hours of that unit member. A unit member may arrange for such inspection during his/her normal duty hours by obtaining permission from his/her immediate supervisor to be absent from duty without loss of pay for a scheduled period specified by the supervisor provided a prior appointment has been scheduled with the District Office.

5.1.4 All personnel files shall be kept in confidence and shall be available for inspection only to the unit member or his/her authorized designee. District management is permitted to review the files as it relates to the administration, discipline and supervision of the unit member.

5.1.5 No documents placed in a personnel file may be removed or destroyed except as authorized by law. Every four years a unit member may request that the supervisor review his/her personnel file. If the supervisor finds that a negative document in the file is no longer pertinent, a statement of the supervisor's may be attached to the document to that effect.