

## **Personnel**

Superintendent's Policy 4112.6

4212.6

4312.6

### **ALL PERSONNEL**

#### Personnel Records

Personnel files shall be maintained and stored in such a manner as to provide maximum security and confidentiality. Personnel records may include any of the following:

Application Forms (excluding Affirmative Action surveys, if any)

Notice of Employment

Transcripts

Contracts

Attendance Records

Sick Leave

Vacation

Overtime Earned

Evaluations

Commendations

Disciplinary Measures

Payroll Placement Forms

Public Complaints against an Employee

Transfer Requests

Promotional Materials

Personnel records shall not include any pre-employment examination materials. Personnel records shall be available only to the employee or his/her designee when properly authorized in writing by the employee and to others who must use the information for official purposes, as determined by the Superintendent. Written materials filed (except those prohibited by law) shall be made available for inspection by the employee involved, at an off-duty time, in the presence of an administrator. Information from personnel files shall not be given over the phone or in written correspondence except to confirm dates of employment. Each inspection of any personnel file will be documented. All information included in the file will be signed and dated upon entry.

Information of a derogatory nature shall not be entered or filed unless and until the employee is given notice (at no charge) and a reasonable opportunity to review and comment thereon. An employee shall have the right to enter, and have attached to any such derogatory statement, his/her own comments thereon.

The names, positions, and salaries of employees are a matter of public record and shall be available to the public. Addresses, telephone numbers and other personal information regarding employees shall not be disclosed to the general public.

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An employee's request for copies of material in the personnel file must be in writing and approved by the Superintendent or designee. Copies of material shall be made at the employee's expense except as noted above.

No derogatory material shall be placed (or remain) in the employee's personnel file if the material has been determined by the Superintendent or designee to have been false.

*Legal references:*

EDUCATION CODE

44031 Personnel file contents and inspections

44438 Private admonition; expungement of records

44663 Written evaluation and assessment of certificated employees

GOVERNMENT CODE

6250-6270 California Public Records Act

12946 Fair Employment and Housing Act; Discrimination Prohibited

53262 Employment contracts

CALIFORNIA CONSTITUTION

Article 1, Section 3 Right of access to governmental information

COURT DECISIONS

International Federation of Professional and Technical Engineers vs. Contra Costa Newspapers  
(August 27, 2007) California Supreme Court

Policy

Adopted: October 21, 1987

Revised: January 14, 2009

**Humboldt County Office of Education**

Eureka, California