

**PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE**

7145

Personnel Files

Reference: Education Code Section 87031; Labor Code Section 1198.5

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

Every employee has the right to inspect his or her personnel records pursuant to the Labor Code. Employees may also authorize other individuals to review their personnel file, provided such authorization is in writing and signed by the employee.

Management employees shall also have a right to inspect the personnel files of employees under their supervision.

Inspections of personnel files shall take place in the presence of and under the supervision of authorized representatives of the District. Documents may not be removed from personnel files. Employees may request copies of documents reproduced for personal use at the employee's expense.

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 have his or her own comments attached to any derogatory statement. The review shall take place at an appropriate time during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

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 hiring committee members; or (c) were obtained in connection with a promotional examination or interview.

Classified Employees Personnel Files

The personnel files of classified employees shall be maintained in accordance with appropriate collective bargaining agreement.

Release of Confidential Information

The Superintendent/President or designee may release classification, salary, employment date and/or employment status of employees upon the employee's request. All requests for confidential information contained in personnel, medical, or similar files shall not be released without the express written authorization of the employee involved. Written authorization shall be submitted to the Superintendent/President's Office. The Superintendent/President's Office shall administer the release of all confidential employee information.

Change of Name, Address, Telephone Number and/or Status

Each employee shall furnish to the Human Resources Manager his/her correct residence address and, if different, his/her correct mailing address. Changes of employee name, street and/or post office box address and telephone number shall be reported in writing to the Human Resources Manager within ten (10) days of the change. The mailing address provided by the employee pursuant to this policy shall be considered the employee's mailing address for all documents mailed by the District to the employee. Failure by an employee to provide notice of a change in mailing address pursuant to this policy may result in the delay or non-receipt of mail sent to the employee by the District.

Employees must notify the Human Resources Manager whenever their status changes; e.g., new address, new telephone number, marital status, increase or decrease in number of dependents, name of person to notify in case of emergency, etc.

Personnel Directory

Employees shall keep the Human Resources Manager advised of current address and telephone number contact information for payroll and personnel purposes.

The personnel directory, listing all employees' names, titles, addresses, and home and/or cell telephone numbers, is for the use of District personnel and shall not be available for any outside person or organization except other school districts and appropriate governmental agencies authorized by the Superintendent/President. Under no circumstances shall the directory be distributed for political or commercial use.

Employees shall notify the Human Resources Manager in writing if they wish to have their addresses and/or telephone numbers unlisted.

(Formerly PVC Board Policies 4040, 4055, 4080, 4510 and a part of 4025)

9/6/11 College Council Approval
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