

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 7145

### Employee Personnel Files

Date Adopted:	1/1/1983
Date Revised:	12/8/2023
Date Reviewed:	12/8/2023
References:	Education Code Section 87031, Labor Code Section 1198.5

Personnel records are private, accurate, complete, and permanent. There shall be one (1) official District personnel file for each staff member and one (1) official District medical file for each staff member. All personnel files are maintained electronically.

The personnel files shall consist of the following materials developed and received in the course of District business:

- Applications
- Transcripts, if required
- Verifications of related work experience, if required
- Pre-employment inquiries such as letters of recommendation, if required
- Offers of employment
- Approvals of employment
- Evaluation reports
- Written complaints and disciplinary actions
- Written rebuttals to written complaints and disciplinary actions
- Personnel transaction forms

The medical files shall consist of the following materials developed and received in the course of District business:

- Periodic evidence of intradermal tuberculin test or chest x-rays
- Health and welfare enrollment documents
- Leaves of absence documents

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 their own comments attached to any derogatory statement. The review/inspection 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 service to the District. The employee may inspect their personnel records during normal business hours at a prearranged time coordinated with Human Resources staff.

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, transcripts, diplomas, certificates of completion of courses, or similar records.