

AP 7240-5 Management Employees – Personnel Files

- 1.0 The personnel file of each management employee shall be maintained at the District Office of Human Resources. Personnel files shall be kept in confidence and shall be available for inspection only to other employees of the District when actually necessary in the proper administration of the District's affairs or the supervision of the management employee.
- 2.0 Materials in the personnel file of a management employee shall be made available during normal business hours for inspection by the employee, with the exception of the following:
 - 2.1 Ratings, reports, or records, which were obtained prior to employment.
 - 2.2 Materials prepared by identifiable members of any examination or hiring committee.
 - 2.3 Materials obtained in connection with any promotional examination.
- 3.0 Information of a derogatory nature, except as provided in sections 2.1, 2.2, and 2.3 shall not be entered or filed unless and until the management employee is given notice and an opportunity to review and comment thereon. The employee may prepare a written response, which shall be attached to the material.
- 4.0 No adverse action shall be taken against a management employee based upon materials in the employee's personnel file, which have not been made available to the employee.

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