

Article IX.A.2.j. Files and Records

A. Statement of Policy

The District personnel office maintains an official permanent record file for each classified employee.

This file should contain the following items and other employment documents and records: application for employment, health examination report, employee status form, pre-employment recommendations and records, and documentation of job performance.

Upon request, and by appointment, the employee will be allowed to inspect his or her own file, except for pre-employment recommendations and records, and such other information as may be privileged under law and not subject to employee inspection.