



Huntington Beach Union High School District Board Policies and Administrative Regulations

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4312.6
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Certificated Personnel

Personnel Records

The provisions of this policy are governed by the agreements with the District Educators Association.

Personnel records shall be kept on all current employees and shall include information usually expected in good personnel administration.

A file shall be kept for all former employees, including such essential information as shall seem appropriate to the administration.

All personnel files shall be considered confidential and shall not be available to persons other than the employee, the Superintendent and those authorized by the Superintendent.

Written materials filed, except for those prohibited by law, shall be made available for inspection by the employee at an off-duty time. Inspection shall take place in the presence of an administrator.

Ratings, reports, or records which (1) were obtained prior to the employment of the person involved, (2) were prepared by identifiable examination committee members, or (3) were obtained in connection with a promotional examination shall by law not be available for inspection by employees. (Education Code 44031)

The employee shall be notified whenever derogatory information is to be placed in his/her personnel file. The employee so notified may request to review and comment on the contents. Such a review shall take place during normal school hours. The employee shall be released from duty for this purpose without a salary reduction.

Legal Reference:

EDUCATION CODE

44031, 44663

ATTORNEY GENERAL'S OFFICE NO. CV 75-73 June 6, 1975

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