

Up-to-date, accurate personnel records for each employee of the District shall be maintained in the Human Resources Office. Records shall include, but not be limited to, such data as current address, salary, years of experience, education, leaves of absence, vacation records, evaluations and recommendations, tuberculin test certification, oath of allegiance, and transcripts of all collegiate credits earned for which salary placement or advancement is obtained. It shall be the responsibility of the employee to inform the Human Resources Office of all changes that affect the employee's records.

As personnel files contain sensitive and private information, they are kept in a locked room with access controlled by authorized personnel in Human Resources from whom authorization must be gained before others may review the files.

Every employee has the right to inspect their own personnel records pursuant to the Labor Code and Education Code. All personnel files shall be available for inspection only to authorized employees (such as supervisors and HR staff) of the district when actually necessary in the proper administration of the district's affairs or the supervision of the employee. All contents of the individual personnel record, with the exception of evaluation comments or recommendations provided to the district on a confidential basis by a previous employer or as part of an application for transfer or promotion to another position within the district, shall be available for inspection by the employee concerned. Such review shall take place, by appointment, during normal business hours and without loss of pay at a time that does not unreasonably interfere with the performance of required services to the district.

Information of a derogatory nature, except material mentioned in paragraph three above, shall not be entered or filed unless and until the employee is given notice and an opportunity to review and comment thereon. An employee shall have the right to enter, and have attached to any such derogatory statement, their own comments thereon.

### **I-9 Forms**

Forms and information verifying the right of your employee to work in this country (I-9 forms, photocopies of verification documents) shall be kept in a common file rather than in each employee's own personnel file. This ensures that the information will be easily accessible for an audit by immigration or labor officials.

## **Medical Records**

State and federal laws mandate that employers establish appropriate procedures to ensure all employee medical records and information will remain confidential and will be protected from unauthorized use and disclosure.

Employers are prohibited from using or disclosing medical information pertaining to their employees without written authorization from the affected employee. However, such information may be disclosed in limited circumstances, such as when compelled by a court of law or by a lawsuit filed by an employee, when used for administering and maintaining employee benefit plans, or in relation to a workers' compensation claim or request for medical leave.