

Salinas Union High School District

All Personnel

Policy #4012.6

PERSONNEL FILES

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

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

All personnel files will be considered confidential and will not be available to persons other than the employee or his/her designated representative and designated personnel office staff.

All written materials filed (except for those prohibited by law*) shall be made available for inspection by the employee involved in the presence of an administrator.

Legal Reference:

EDUCATION CODE

44031 Personnel file content and inspection

44663 Performance appraisals and related materials

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

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