



# Butte-Glenn Community College District

## ADMINISTRATIVE PROCEDURE

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### AP 7145 – PERSONNEL FILES

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**Approved by Leadership: August 2013**

*References:*

*Education Code Section 87031;*

*Labor Code Section 1198.5*

Every employee has the right to inspect personnel records pursuant to the Labor Code.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter, and have his/her own comments attached to any derogatory statement. The review shall take place during normal business hours, provided the review does not disrupt services rendered to the District by the employee. The employee shall be released from duty for this purpose without salary reduction.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that (a) were obtained prior to the employment of the person involved, (b) were prepared by identifiable examination committee members, or (c) were obtained in connection with a promotional examination or interview.