

North Orange County Regional Occupational Program
PERSONNEL FILES
ROP AR 4112.6
AR 4212.6
AR 4312.6

AR 4112.6, 4212.6, 4312.6 (a)

Administrative Regulation

All Personnel

Human Resources shall maintain personnel files for all current employees. All personnel files are confidential and shall be available only to the employee, persons authorized by the employee in writing and those authorized by the Superintendent or designee. Employee files shall be maintained at the ROP Education Center. The Superintendent or designee shall determine the types of information to be included, including but not limited to records required by law, and shall process all material to be placed in a personnel file.

Ratings, reports, records, or letter of references shall not be available for inspection by employees if they were obtained prior to the employment of the person involved or if they were related to the investigation of a possible criminal offense.

When an employee is asked to sign any material that is to be placed in his or her file, it is with the understanding that his/her signature signified only that he or she has read the material and does not necessarily indicate agreement with its contents.

Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information. Such a review shall take place during normal business hours. The employee shall be released from duty for this purpose without a salary reduction. The employee may write a response which will be attached to the derogatory information and placed in the personnel file. Derogatory responses will be placed in personnel file after 10 days.

Prior to the derogatory information being placed in the personnel file, the derogatory material must be signed and dated by the originating person. Anonymous documents, letters or other materials shall not be filed.

Personnel File Access

1. Personnel files are confidential and access shall be strictly controlled by the Superintendent or designee.

Revised: August 8, 2018
Revised: April 20, 2005
Established: July 16, 2002

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2. Personnel files shall be reviewed in the Human Resources Department where the files are maintained unless otherwise approved by the Superintendent or designee.
3. Personnel files shall be reviewed and replaced within the shortest time possible. In no case should a personnel file be left unattended or left unsecured overnight.

File Review by Employee

1. Except for ratings, reports or records related to the investigation of a possible criminal offense as not open to inspection, all other written materials placed in personnel files shall be made available for inspection by the employee. Inspection shall take place in the presence of the Superintendent or designee.
2. In no instance shall any material be removed from the file. Requests for copies of material in a personnel file must be made in writing.
3. Any request by an employee to include any materials in the file must be approved by the Superintendent or designee.

File Review by Management and Board

1. Management personnel or ROP legal counsel with a valid “right to know” or “need to know” may, with the Superintendent or designee’s authorization, review an employee’s personnel file.
2. Board members are not allowed access to personnel files but may request pertinent information from an employee’s file in cases of personnel action. The contents of all personnel files shall be kept in strict confidence.

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