

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4212.6

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Personnel Records

The personnel file maintained in the Human Resources Department is the only official and legal permanent record that can be maintained on employees. A major purpose of the file is to protect employees against arbitrary and prejudicial personnel decisions. The personnel file is governed by Education Code 44031 which requires a procedure whereby employees can correct or rebut incomplete or inaccurate information in the hands of their employers which might affect their employment status. Additionally, no information of a derogatory nature can be entered or filed unless and until the employee is given notice and an opportunity to review and respond. To this end, any document relating to an employee's performance, whether it is a formal evaluation, observation, report, memorandum, commendation, written warning, reprimand, or otherwise, should be put in the employee's personnel file.

Every employee has the right to inspect their personnel file upon request, provided that the request is made when the employee is not required to render services to VCOE. All employee personnel files are confidential and are available only to the employee and to people with official access permission.