

## **Personnel Files**

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**4150**

The District shall maintain personnel files of employees. Materials in personnel files of employees which may serve as a basis for affecting the status of their employment are to be made available for the inspection of the person involved. Each employee shall have the right to inspect such materials upon request. Information of a derogatory nature shall not be filed in the permanent personnel file unless and until the employee is given written notice and an opportunity to review and prepare comments in response. An employee may prepare a written statement which will be attached to the information to be filed.

Approved 6/16/65  
Amended 11/4/68; 7/19/72; 2/9/78; 11/18/96