

# CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

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## PERSONNEL FILES

The official personnel file for certificated employees of this District shall be kept and maintained in the Office of Human Resources.

Employees are entitled to review materials in their personnel file which may affect the status of their employment. They cannot, however, review confidential material which was (a) obtained prior to their employment; (b) prepared by identifiable examination committee members; or (c) obtained in connection with a promotional examination.

Employees must be notified and given adequate opportunity to review and comment upon any derogatory information, except material specified in (a), (b) and (c) above, before it can be placed in his/her personnel file.

An employee may attach his/her written comments to any derogatory statement placed in his file while employed in the Citrus Community College District.

Adopted ..... 12/14/76  
Revised..... 7/30/96

### Reference

Education Code 87031  
MOU signed..... 6/26/96