

ARTICLE 13: PERSONNEL FILES

13.1 Each unit member's personnel file may include, but not be limited to, the following items of information:

- Required Medical Information
- Copies of Annual Contracts
- Teacher Certificates and Other Credentials
- Evaluation Reports
- Tenure Recommendations
- Transcripts of Academic Reports
- Consulting Teacher's Reports of the participation in the Peer Assistance and Review Program

13.2 Material in personnel files of unit members which may serve as a basis for affecting the status of their employment are to be made available for the inspection of the unit member involved.

13.3 Such material is not to include ratings, reports or records which were obtained prior to the employment of the unit member involved; were prepared by identifiable examination committee members; or were obtained in connection with a promotional examination.

13.4 Every unit member shall have the right to inspect such materials upon request provided that the request is made when a substitute is not required and when the District is normally open for business.

13.5 Information of a derogatory nature, except as enumerated in Section 13.3, shall not be entered or filed unless, and until, the unit member is given notice and an opportunity to review the material and respond. A unit member shall have the right to enter, and have attached to any information of a derogatory nature, the unit member's own statement. Such review shall take place during normal business hours, and the unit member shall be released from duty for this purpose without salary reduction. It is understood that substitutes for this purpose will be provided at the sole discretion of the District.

13.6 Upon written authorization by the unit member, a unit member's representative shall be permitted to examine or obtain copies of non-restricted materials within the file.

13.7 The personnel file shall be located at the District Office.