

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

A. All Employees

5020 Personnel File

A personnel file shall be permanently maintained by the District containing confidential recommendations, performance evaluations, and other pertinent information bearing on the employee's status. The file may also include other information such as honors, recognitions, and transcripts. Among the records maintained for each employee are: dates of service, position held, salary or wages received, and vacation and sick leave status. The following guidelines based on legal requirements shall govern access to the files:

1. Employee Access

- A. Each employee will have access, upon advance request, to his/her own personnel and payroll records, except confidential letters of recommendation.
- B. This shall be done in the presence of the person responsible for maintaining the files or records. No alterations or additions to the records shall be made by the employee.
- C. Prior to inspection by the employee, letters of recommendation from those outside the College shall be removed from the file and the employee will receive an explanation of what is being removed.
- D. Prior to placement in the file of derogatory information, the District shall afford the employee the opportunity to explain, rebut, or comment on such information. Subject to provisions of collective bargaining agreements, the employee shall have a reasonable time to examine and respond to the derogatory information and any response shall be attached to the information when placed in the file.

2. College Personnel Access

Access by College personnel shall be on a "College need" basis. In general, this will be determined by the responsible administrator or Director of Personnel. Any questions or dispute will be settled by the administrator responsible for Personnel.

MONTEREY PENINSULA COLLEGE
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A. All Employees

5020 Personnel File (continued)

3. Public Access

A. The following public information may be released without court order or subpoena:

- (1) Name
- (2) Location of job and supervisor
- (3) Title of position
- (4) Internal (College) phone number
- (5) Range of pay for position
- (6) Date employment commenced and ended
- (7) Information in Board minutes

B. The following personnel information is not public, and may be released only on written consent of employee or through court order or subpoena.

- (1) Home address
- (2) Home phone
- (3) Marital status
- (4) Information on dependents - spouse and children
- (5) Age
- (6) Race
- (7) Earnings
- (8) Payroll, including deductions
- (9) Health
- (10) Evaluations
- (11) Whether employee deducts union or service fees

4. Custody of Records

A. Information is to be given out only by personnel who work directly with records, or their supervisors.

B. Information is not to be given out by student or temporary help.

C. Files and records are not to be removed from the Personnel Office, except for College use when approved by the Director of Personnel or the administrator responsible for Personnel.

D. Copies may be made under the supervision of the person having custody of the records.

E. Unusual and voluminous requests for information or copies will be made

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A. All Employees

5020 Personnel File (continued)

at the expense of the requestor and provided only when time of personnel for such production is available.

5. Appeal

Personnel wishing to appeal material in their records shall make a request in writing to the Director of Personnel or the administrator responsible for Personnel and specify therein:

- A. Name and date,
- B. Material to be appealed, and
- C. Reason for appeal.

The Director of Personnel or the administrator responsible for Personnel shall hear the appeal, make a determination and permit the addition of employee comments as per law.

6. Change of Name, Address, Dependents, Beneficiaries

All employees must keep on file in the payroll and personnel offices their residence addresses and telephone numbers. The Personnel office and immediate supervisor are to be notified immediately of any change in address, telephone number, name, or number of dependents. Forms are available for change of dependents and beneficiaries on District retirement and insurance policies.

Reference: Education Code 87031.
Federal Privacy Act.
Public Records Act.
Government Code 6520 et. seq.

Adopted: May 10, 1989.