

ARTICLE

Personnel File

A MEMBER OF THE UNIT SHALL HAVE THE RIGHT TO EXAMINE HIS/HER PERSONNEL FILE, EXCEPT FOR CONFIDENTIAL PLACEMENT-RELATED AND EXAMINATION ITEMS, AT THE DISTRICT OFFICE, AT A REASONABLE TIME, IN THE PRESENCE OF A REPRESENTATIVE OF THE DISTRICT, WITHIN THE PROVISIONS OF THE LAW. AN ASSOCIATION REPRESENTATIVE MAY BE PRESENT UPON THE REQUEST OF THE UNIT MEMBER.

AMONG THE EXPECTED TYPES OF MATERIAL TO BE PLACED IN TEACHERS' FILES ARE TEACHER EVALUATIONS, OBSERVATIONS, COPIES OF CONTRACTS, HEALTH CLEARANCES, TRANSCRIPTS, RECORD OF ASSIGNMENTS, CERTIFICATIONS, AND LETTERS OF COMMENDATION AND DISAPPROBATION.

C.V.U.S.O.

UACT

2013-2016

CONFIDENTIAL PLACEMENT-RELATED AND EXAMINATION ITEMS NOT SUBJECT TO INSPECTION, INCLUDE RATINGS, REPORTS, OR RECORDS WHICH:

1. WERE OBTAINED PRIOR TO THE EMPLOYMENT OF THE PERSON INVOLVED.
2. WERE PREPARED BY IDENTIFIABLE EXAMINATION COMMITTEE MEMBERS.
3. WERE OBTAINED IN CONNECTION WITH A PROMOTIONAL EXAMINATION.

NO INFORMATION OF AN ANONYMOUS NATURE SHALL BE PLACED IN THE OFFICIAL PERSONNEL FILE OF A MEMBER OF THE UNIT.

INFORMATION OF A DEROGATORY NATURE SHALL NOT BE ENTERED OR FILED UNLESS AND UNTIL THE TEACHER IS GIVEN WRITTEN NOTICE AND AN OPPORTUNITY TO REVIEW AND COMMENT THEREON. A TEACHER SHALL HAVE THE RIGHT TO ENTER, AND HAVE ATTACHED TO ANY SUCH DEROGATORY STATEMENT, HIS/HER OWN COMMENTS THEREON. REASONABLE OPPORTUNITY SHALL BE PROVIDED TO UNIT EMPLOYEES TO EXERCISE THEIR RIGHT UNDER THIS PARAGRAPH ON RELEASE TIME WITHOUT LOSS OF PAY.

A MEMBER OF THE UNIT SHALL HAVE THE RIGHT TO AUTHORIZE, IN WRITING, AN ATTORNEY OR REPRESENTATIVE TO EXAMINE THOSE PARTS OF HIS/HER PERSONNEL FILE WHICH SUCH EMPLOYEE HAS A RIGHT TO EXAMINE AND TO OBTAIN COPIES OF ITEMS WITHIN THAT PORTION OF THE FILE.

PRIOR TO RELEASING INFORMATION FROM THE PERSONNEL FILE TO A THIRD PARTY IN RESPONSE TO ANY RESULT OF STATUTE OR SUBPOENA,

IN THE EVENT THAT DEROGATORY INFORMATION ENTERED IN A PERSONNEL FILE IS BASED ON FACT(S) SUBSEQUENTLY PROVEN TO BE INCORRECT, AND SUCH INFORMATION WOULD NOT HAVE BEEN ENTERED BUT FOR THE PERCEIVED ACCURACY OF SUCH FACT(S), SUCH INFORMATION SHALL BE EXPUNGED IN A MANNER CONSISTENT WITH LAW.

THE DISTRICT SHALL INFORM THE CURRENT OR FORMER UNIT MEMBER WHO IS THE SUBJECT OF THE REQUEST, AND ACT, IN WRITING WITHIN TEN (10) CALENDAR DAYS OF THE RECEIVED REQUEST. WRITTEN NOTIFICATION TO THE FORMER UNIT MEMBER SHALL BE MAILED TO THE LAST KNOWN ADDRESS.

questions?

CALL THE UACT OFFICE: 805.497.8220
OR
VISIT US : CONEJOTEACHERS.COM