

**ARTICLE 4**  
**PERSONNEL FILES**

- 4.1 The official personnel file of each unit member shall be maintained at the District Office. No adverse action of any kind shall be taken against a unit member based upon materials which are not in the official personnel file.
- 4.2 Unit members shall be provided with copies of any derogatory written material before it is placed in the unit member's personnel file. The unit member shall be given an opportunity during normal working hours and without loss of pay to initial and date the material and to prepare a written response to such derogatory material. The written response shall be attached to the derogatory material.
- 4.3 A unit member shall have the right at reasonable times to examine and/or obtain copies of any material from the unit member's personnel file without loss of salary.
- 4.4 All personnel files shall be kept in confidence, shall be available for inspection only to other authorized unit members when actually necessary in the proper administration of the District's affairs or the supervision of the unit member. The District shall keep a log indicating the persons who have examined a personnel file as well as the date such examinations were made. Such a log and the unit member's personnel file shall be available for examination by the unit member. The log shall be maintained in the unit member's personnel file.
- 4.5 Any person who places written material or drafts written material for placement in an unit member's file, shall sign the material and signify the date on which such material was drafted. Any written materials in a personnel file shall indicate the date of such placement.
- 4.6 **Personnel Status Report**
- Once a year no later than October 31st the District shall provide each unit member in the bargaining unit with a Personnel Status Report. The report shall include unit member classification, step and range on the salary schedule, anniversary date, sick leave and vacation balance as of July 1st of the current year.