

## Personnel Files

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**Question:** *Can I see my personnel file?*

**Answer:** Yes. You are entitled to view your personnel file and receive a complete copy of it free of charge.

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**Question:** *How do I do that?*

**Answer:** Call Annette Medina at the district office, 825-3200, extension 50823 and make an appointment to see your personnel file.

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**Question:** *Can my supervisor keep a second, secret personnel file?*

**Answer:** No. According to a California Supreme Court decision, L.R. Miller, Jr. vs. Chico Unified School District, July 1979, the employer is prohibited from doing this. A second personnel file cannot be compiled. Your principal make keep a working file on you throughout the year, however, they must return it to you or discard its contents at the end of the year. If your supervisor is doing this it violates state law and cannot be used in any official capacity or disciplinary procedure.

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**Question:** *What if I find a "surprise" in my file?*

**Answer:** Your supervisor is not supposed to put any disciplinary notes or memos in the file that you have not seen. If there are things in there that are a surprise to you, you should ask to have them removed.

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**Question:** *Can I have items put in my file?*

**Answer:** Yes. Your supervisor must agree to include in your file any written response you make to letters of warning, disciplinary actions, or performance evaluations. You can request other items be put in your file, for example, a certificate of completion from a course of study, or a letter thanking you for, or complementing you on, your work.

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**Question:** *Should I request to see my file if I am not having problems on the job?*

**Answer:** Yes. If you are curious, you may want to ask to view the file rather than actually receiving a copy, but for your own protection it is a good idea to look at your file. Many supervisors are simply unaware of the rules regarding files and may put items in the file that should not be there. The only way you can contest this is to see the file. Knowing you are informed about your rights regarding personnel files may prevent a supervisor from violating the rules.

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