

ARTICLE 11  
PERSONNEL FILES

- A. A personnel file shall be maintained electronically for each unit member at the County Office.
- B. Access to personnel files shall be limited to the members of the Sutter County Superintendent of Schools administration on a need-to-know basis. The contents of all personnel files shall be kept in the strictest confidence.
- C. The Superintendent shall keep a log indicating the persons who have requested to examine a personnel file, as well as the dates such requests were made, except for routine clerical processing. Such log shall be available for examination by the unit member or his/her Association representative, if so authorized by the unit member.
- D. A unit member shall be provided a copy of any negative or derogatory material before it is placed in his/her personnel file. The person or persons who draft and/or place material in a unit member's personnel file shall sign the material and signify the date on which such material was drafted and placed in the file.  
  
The unit member shall be given an opportunity during the school day (with compensated release time) to initial and date the material and to prepare a written response to such material. The written response shall be attached to the material.
- E. The Superintendent shall not base any adverse action against a unit member upon materials which are contained in such unit member's personnel file unless the materials had been placed in the file at the time of the incident giving rise to such materials and the unit member had been notified at such time that such materials were being placed in the file.

- F. Upon written authorization by the unit member, a representative of the Association shall be permitted to examine and/or obtain copies of materials in such unit member's personnel file.