



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Personnel Files for Staff	
Department: Staff Human Resources	Reference No.:
Division: Administration and Finance	Issue Date: November 1993
References: Collective Bargaining Agreements HR/Personnel Records 2004-01	Revision Date: NA
Web Links: Collective Bargaining Agreements Employment Related Records Retention Guidelines	Expiration Date: NA

For bargaining unit employees, refer to the appropriate Memorandum of Understanding. All official employee records and personnel files for staff and administrative employees are kept in Staff Human Resources.

Employees have the right to reasonably access their personnel files. Contents of personnel files may normally include, but are not limited to:

- Application form
- Appointment letter
- Performance appraisals
- Permanent status letters
- Memoranda or letters of praise, counseling or reprimand
- Notices of training completed
- Personnel Transaction Forms
- Position Description
- Salary adjustments

Personnel recommendations or decisions relating to hiring, transfer, promotion, retention, termination, or any other personnel action shall be based primarily on material contained in the employee's official personnel file and open to the employee's inspection. If a personnel recommendation or decision is based on any information not contained in the personnel file, the party making the recommendation or decision shall commit the reasons to writing, and the written statement of those reasons shall become part of the employee's personnel file.

The following are not personnel records, unless retained as such, and are not subject to disclosure except in accordance with other applicable federal or state laws:

- Records dealing with an employee as a student of the campus
- Campus medical records
- Records of the University Police Department
- Criminal offender records



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- Pre-employment materials

Information becomes a personnel record and subject to access when:

- It pertains to the employment relationship.
- Any CSU employee or committee with responsibility for making personnel decisions about the employee named becomes aware of the existence of the material.
- The material is kept by the department, college or administrative head and committee and used in making employment decisions. This means if a department or college keeps an unofficial personnel record, that record is subject to access upon written request to the custodian. The practice of keeping unofficial personnel records is discouraged, but if kept, the record should only contain duplicate copies of documents in the official personnel file.

Additional Requirements for University Police Officers

All requirements previously mentioned are extended to University Police Officers, however, in accordance with the newly instituted Public Safety Officers Procedural Bill of Rights, additional requirements are mandated:

- Police officers shall not have any comment adverse to their interest entered into their personnel file, or any other file used for any personnel purposes by the employer, without first reading and signing the document containing the adverse comment. The reading and signing of the document indicates that they are aware of such adverse comment. Should a Police Officer refuse to sign, that fact shall be noted on the document, and signed or initialed by such police office.
- A Police Officer shall have 30 days to file a written response to any adverse comment entered in his/her personnel file. Such written response shall be attached to the adverse comment in the personnel file.

Access to Personnel Files

An employee shall be able to inspect their personnel file. An employee has the right to have another person of their choosing accompany them to inspect their personnel records.

Pre-employment Materials

Pre-employment materials are excluded from the policy of access, except as they may be considered in subsequent personnel actions. If an employee applies for appointment to a different class, a new pre-employment file may be established. The contents of this file should be restricted to those specific materials which are obtained for the purpose of assessing the employee's suitability for the position for which the application has been made, provided that:

- They are compiled only for the purpose of filling a job opening.
- They are used only for that purpose.
- If they are employment records which predate the new job dossier, copies of those records remain outside the dossier where they are subject to access.

Following final action on the application for appointment to the position involved, this additional pre-employment record may be retained as a confidential file provided that it is not made part of the employee's personnel file and not used in subsequent action.



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Copying Records

Current employees or former employees are entitled to access their own campus personnel files upon written request to Staff Human Resources. Following submission of a written request to Staff Human Resources for a copy of all or any portion of a personnel file, an employee will be provided with the requested copy within 10 calendar days of the request. An employee must pay the cost established by the University for this purpose for any copy requested. Payment will be required in advance.

Employee Record Corrections or Deletions

If, after examining the personnel file, an employee believes that any portion of the material is not accurate, relevant, timely or complete, the employee may request, in writing, corrections of the personnel file or deletion of the offending part, or both. The request must include a written statement by the employee as to the corrections and deletions that the employee believes need to be made and the reasons. This statement shall become part of the employee's personnel file.

Within 21 calendar days following receipt of the written request for correction of or deletion of any portion of the personnel file, the Director of Staff Human Resources shall either comply with the employee's request or notify the employee, in writing, of the refusal to grant the request. If the request is denied, the reasons for refusal must be made, in writing, and placed in the employee's personnel file.

FORMS: NA