

SECTION 3 PERSONNEL FILES

Materials in personnel files of administrators which may serve as a basis for affecting the status of their employment are to be made available for inspection by the administrator, consistent with the provisions below and requirements provided by law.

Contents. Materials that may be reviewed by the administrator do not include ratings, reports, or records which (1) were obtained prior to employment of the person involved, (2) were prepared by identifiable examination committee members, or (3) were obtained in connection with a promotional examination.

Inspection. Every administrator shall have the right to inspect his/her personnel file upon request provided the request is made at a time mutually convenient to the administrator and the Human Resources Department. The administrator is encouraged to schedule a ~~02 02 2~~ re