

**PALO VERDE COMMUNITY COLLEGE DISTRICT  
BOARD POLICY**

**7145**

**Personnel Files**

Reference: Education Code Section 87031; Labor Code Section 1198.5

Personnel files are confidential.

Every employee has the right to inspect his or her own personnel records pursuant to the Labor Code. Personnel files may also be available for inspection to appropriate management or other designated employees of the District when such is necessary in the proper administration of the District's affairs or the supervision of the employee.

All documents concerning employees shall be kept in the personnel files in the Office of the Human Resources Manager.

See Administrative Procedure 7145

*(Formerly a part of PVC Board Policy 4025)*

9/6/11 College Council Approval  
9/27/11 Board First Read  
10/25/11 Board Second Read  
11/15/11 Board Third Read and Approval