personnel files in the normal course of their duties shall not be required to log use of files. (Example: Human Resources staff members placing correspondence or completed evaluation forms in an employee's personnel file would not be required to log use of the files).

REFERENCE: Education Code Sections 88080 and 88081

19.1.F <u>DEROGATORY INFORMATION:</u> Information of a derogatory nature shall not be entered or filed unless and until the employee is given notice and an opportunity to review and comment thereon. Such review shall take place during normal business hours and without loss of pay to the employee. The affected employee shall be furnished with a copy of the proposed material fifteen (15) working days prior to it being placed in that employee's official personnel file. An employee shall have the right to enter, and have attached to any such derogatory statement, nature shall