



BP 7145

Board Policy
Chapter 7 – Human Resources

BP 7145 PERSONNEL FILES

Materials in personnel files of employees which may serve as a basis for affecting the status of their employment shall be made available for the inspection of the person involved. Such material shall not include ratings, reports, or other records which (1) were obtained prior to the employment of the person involved, (2) were prepared by identifiable examination committee members, or (3) were obtained in connection with a promotional examination or interview.

The collective bargaining agreements with the Faculty Association, CSEA Chapter #36, and the Santa Monica College Police Officers Association include provisions about access to personnel files.

An employee's official personnel file shall be maintained by the District's Office of Human Resources.

References: Education Code Section 87031;
Labor Code Section 1198.5

Adopted: July 9, 2001
Revised: August 7, 2018
(Replaces SMC BP 3131)