

## NEGATIVE INFORMATION

Negative, disciplinary, or derogatory material originating with the District shall not be placed in an employee's master personnel file unless the employee has had a reasonable opportunity to review the material beforehand and discuss the material and related information with the employee's immediate administrator, manager, or supervisor. Employees will be requested to sign such material to acknowledge they have reviewed it with the understanding that such acknowledgment shall not necessarily indicate agreement with all or any part of the material concerned. If the employee refuses to sign such material, it may be placed in the employee's master personnel file with a dated notation that the employee refused to sign such material after having been given an opportunity to do so. Whenever possible, another administrator, supervisor, or manager should be used as a witness to the employee's refusal, and should co-sign the entry along with the originating administrator, supervisor, or manager.

Statements by the employee submitted in rebuttal to adverse material placed in their master personnel file will be included in the employee's master personnel file. The District may place other information submitted by the employee in the master personnel file if the District finds that such information is relevant to the employee's work history with the District. If the Executive Director of Human Resources determines that any employee-submitted information will not be included in the master personnel file, they will notify the employee in writing within 15 days of that determination. Such notification will identify the specific document or material submitted and will state the reason for its exclusion.