87031. Personnel File Contents and Inspection. (a) Every employee has the right to inspect personnel records pursuant to Section 1198.5 of the Labor Code.

(b) In addition to subdivision (a), all of the following shall apply to an employee of a school district:

(1) Information of a derogatory nature shall not be entered into an employee’s personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter, and have attached to any derogatory statement, his or her own comments. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

(2) The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the district.

(3) Nothing in this section shall entitle an employee to review ratings, reports, or records that (A) were obtained prior to the employment of the person involved, (B) were prepared by identifiable examination committee members, or (C) were obtained in connection with a promotional examination.

88168. Employee Salary Data. Upon initial employment and upon each change in classification thereafter, each classified employee shall be furnished two copies of his or her class specification, salary data, assignment or work location, together with duty hours and the prescribed workweek. The salary data shall include the annual, monthly or pay period, daily, hourly, overtime and differential rate of compensation, whichever are applicable. One copy shall be retained by the employee and the other copy shall be signed and dated by the employee and returned to his or her supervisor.

This section shall not apply to short-term, limited-term, or provisional employees, as those terms are defined in this chapter.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060).
Labor Code Section

1198.5. (a) Every employee has the right to inspect the personnel records that the employer maintains relating to the employee’s performance or to any grievance concerning the employee.

(b) The employer shall make the contents of those personnel records available to the employee at reasonable intervals and at reasonable times. Except as provided in paragraph (3) of subdivision (c), the employer shall not be required to make those personnel records available at a time when the employee is actually required to render service to the employer.

(c) The employer shall do one of the following:

(1) Keep a copy of each employee’s personnel records at the place where the employee reports to work.

(2) Make the employee’s personnel records available at the place where the employee reports to work within a reasonable period of time following an employee’s request.

(3) Permit the employee to inspect the personnel records at the location where the employer stores the personnel records, with no loss of compensation to the employee.

(d) The requirements of this section shall not apply to:

(1) Records relating to the investigation of a possible criminal offense.

(2) Letters of reference.

(3) Ratings, reports, or records that were:
   (A) Obtained prior to the employee’s employment.
   (B) Prepared by identifiable examination committee members.
   (C) Obtained in connection with a promotional examination.

(4) Employees who are subject to the Public Safety Officers Procedural Bill of Rights, Chapter 9.7 (commencing with Section 3300) of Division 4 of Title 1 of the Government Code.

(5) Employees of agencies subject to the Information Practices Act of 1977 (Title 1.8 (commencing with Section 1798) of Part 4 of Division 3 of the Civil Code).
(e) The Labor Commissioner may adopt regulations that determine the reasonable times and reasonable intervals for the inspection of records maintained by an employer that is not a public agency.

(f) If a public agency has established an independent employee relations board or commission, an employee shall first seek relief regarding any matter or dispute relating to this section from that board or commission before pursuing any available judicial remedy.

(g) In enacting this section, it is the intent of the Legislature to establish minimum standards for the inspection of personnel records by employees. Nothing in this section shall be construed to prevent the establishment of additional rules for the inspection of personnel records that are established as the result of agreements between an employer and a recognized employee organization.

A. A regular classified employee, upon initial employment and upon each change in classification after initial employment, shall be provided with two copies of his/her class specification and information regarding salary data and work location, hours, and schedule in accordance with procedures established by the Human Resources Division. One copy shall be retained by the employee, and the other copy shall be signed and dated by the employee and returned to his/her supervisor.

B. Materials contained in the in-service personnel files of an employee shall be made available for inspection by the employee pursuant to Section 1198.5 of the Labor Code and any applicable collective bargaining agreement, provided that he/she arranged an appointment with the Office of Employer/Employee Relations for that purpose. Absence from work by an employee for the purpose of inspecting his/her personnel files shall not be compensable, except as provided for in Paragraph C. below.

C. Information of a derogatory nature shall not be included in an employee's personnel file until that employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to make a written statement regarding the derogatory materials, which shall be attached to the materials and placed in the employee's personnel file. Absence from work by an employee for the purpose of reviewing materials of a derogatory nature, which are to be included in his/her personnel file, shall be compensable.