

**POWAY UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 2

**Date:** 7/29/91

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**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES Reference: EC 44031**

**4.4 MANAGEMENT PERSONNEL**

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**SECTION 4.411 PERSONNEL FILE**

1. In keeping with Personnel Department procedures, management personnel have access to their personnel files and may inspect all items contained therein with the exception of pre-employment information, which is restricted by law.
2. Items which management employees desire to have included in their personnel file may be submitted to the Associate Superintendent, Personnel Support Services, for review with an explanatory note by the employee. No derogatory information may be included in a personnel file without clear notice to the employee appended to such item(s) beforehand. This notice reads as follows:

A COPY OF THIS DOCUMENT WILL BE PLACED WITHIN YOUR OFFICIAL PERSONNEL FILE IN THE DISTRICT PERSONNEL OFFICE UNLESS YOU PROVIDE A WRITTEN RESPONSE TO ME WITHIN FIVE WORK DAYS WHICH CONVINCES ME OTHERWISE. ANY RESPONSE WHICH YOU SUBMIT WOULD BE ATTACHED TO THIS DOCUMENT WHEN IT IS PLACED WITHIN YOUR OFFICIAL FILE. (IF I DETERMINE THAT YOUR RESPONSE WARRANTS NOT PLACING THIS DOCUMENT IN YOUR FILE, I WILL ADVISE YOU IMMEDIATELY.)