

**POLICY TITLE:** INSPECTION OF PERSONNEL FILES  
**POLICY NUMBER:** 3845

**COMMITTEE APPROVAL DATE:** 12/09/2022 **WRITTEN/REVISED BY:** HUMAN RESOURCES  
**BOARD APPROVAL DATE:** 01/25/2023 **SUPERSEDES:** 11/28/2018

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**POLICY:**

**3845** It is the policy of the Beach Cities Health District (“District”) to provide an opportunity for an employee or former employee to inspect his/her personnel file.

**SCOPE:**

**3845.1** This policy applies to all District employees and former employees.

**RESPONSIBILITY:**

**3845.2** It is the responsibility of management to understand, communicate and enforce this policy uniformly among District employees. It is the responsibility of employees to understand the policies, guidelines, and procedures, and to follow them accordingly. Employees must ask their supervisors if they are unclear as to its application.

**CONTENTS:**

**3845.3** An employee or former employee has the right to review their personnel file. To do so, an employee/former employee contacts Human Resources to make an appointment and submit a written request (current District employees can use the HR help desk system to submit their request). Human Resources will make the file available for review within a reasonable time, not exceeding 30 days from the time the District receives the request. A representative from Human Resources must be present during the review of the file. An employee/former employee may have a photocopy of any document in their personnel file.

**3845.4** A department head or manager may review an employee’s personnel file if the employee has a current reporting relationship to that manager or has been interviewed and is being considered for a position reporting to that manager. A representative from Human Resources must be present during the review of the file. Employees’ personnel records are also subject to review by investigative agencies (e.g., financial auditors) or during periodic internal audits conducted by the District.

**3845.5** Former employees may view their records at the location where the District stores the records or at another place agreeable to both employee and the District. If the employee was terminated for violating a law or workplace policy relating to harassment or workplace violence, the District may comply by mailing the records to the former employee. All former employees that request the District to copy and mail the records will be responsible for postage costs. The District will respond to only one request from a former employee per year.



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**EXCEPTIONS:**

**3845.6** The Chief Executive Officer is the only person authorized to make exceptions to this policy.