

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
Administrative Procedures
Chapter 7– Human Resources

- AP 7100 Commitment to Diversity
- AP 7110 Delegation of Authority
- AP 7120 Recruitment and Hiring
- AP 7125 Verification of Eligibility for Employment
- AP 7126 Applicant Background Checks
- AP 7130 Compensation
- AP 7145 Personnel Files
- AP 7150 Evaluation
- AP 7160 Professional Development
- AP 7211 Faculty Service Areas, Minimum Qualifications and Equivalencies
- AP 7212 Temporary Faculty
- AP 7214 Part-time Faculty – Office Hours
- AP 7215 Academic Employees: Probationary Contract Faculty
- AP 7216 Academic Employees: Grievance Procedure for Contract Decisions
- AP 7231 Seniority
- AP 7232 Classification Review
- AP 7233 Claims for Work Out of Classification
- AP 7234 Overtime
- AP 7235 Probationary Period – Classified Employees
- AP 7236 Substitute and Short Term Employees
- AP 7250 Educational and Classified Administrators
- AP 7270 Student Workers
- AP 7310 Nepotism
- AP 7330 Communicable Disease
- AP 7336 Certification of Freedom from Tuberculosis
- AP 7337 Fingerprinting
- AP 7340 Leaves
- AP 7341 Sabbaticals
- AP 7343 Industrial Accident and Illness Leave
- AP 7344 Notifying District of Absence/Illness
- AP 7345 Catastrophic Leave
- AP 7346 Employees Called to Military Duty
- AP 7347 Paid Family Leave
- AP 7350 Resignations
- AP 7355 Employee Complaints
- AP 7360 Discipline and Dismissals - Academic Employees
- AP 7365 Discipline and Dismissals - Classified Employees
- AP 7370 Political Activity
- AP 7371 Personal Use of Public Resources
- AP 7380 Retiree Health Benefits – Academic Employees

Human Resources

AP 7145 PERSONNEL FILES

References:

Education Code Section 87031;
Labor Code Section 1198.5

The employee may authorize his/her representative to review his/her personnel file. Such authorization must be in writing to verify the signature of the employee. The representative shall contact the Human Resources Specialist to make arrangements for the review.

Contents of personnel files may be subpoenaed. The Human Resources Specialist will follow the terms and conditions of the subpoena.

More details regarding review of personnel files are contained in the collective