

Article 10 - Employee Rights

10.1 Personal Property

The Board of Education shall compensate bargaining unit members for loss or damage to personal property in the course and scope of employment provided:

- 10.1.1 The use of such personal property is essential to the District, and
- 10.1.2 The bargaining unit member's supervisor has given prior approval for such use on Registration of Personal Property Form, a copy of which will be sent to the Business Office, and
- 10.1.3 The use is within the course and scope of the bargaining unit member's job description.
- 10.1.4 The Board of Education will repair or replace the personal property damaged or lost only during the period the property is required as part of the employment duties while the bargaining unit member is on the job.
- 10.1.5 The Board of Education will not replace or reimburse for the personal property if lost or damaged through the negligence of the bargaining unit member.

10.2 Personnel Files

- 10.2.1 Materials in personnel files of bargaining unit members which may serve as a basis for affecting the status of their employment are to be made available for the inspection of the person involved.
- 10.2.2 Such material is not to include ratings, reports, or records which:
 - were obtained prior to the employment of the person involved;
 - were prepared by identifiable examination committee members; or
 - were obtained in connection with a promotional examination.
- 10.2.3 Every bargaining unit member shall have the right to inspect such materials upon request, provided that the request is made at the time when such person is not actually required to render services to the District.
- 10.2.4 Information of a derogatory nature, except material mentioned in 10.2.2 above, shall not be entered or filed unless and until the bargaining unit member shall have the opportunity to enter and have attached to any such derogatory statement, his/her own comments thereon. Such review shall take place during normal business hours and the

Board Approved: 02/12/07
CSEA Ratification: 02/09/07

Article 10 - Employee Rights – continued

bargaining unit member shall be released from duty for this purpose without salary reduction.

- 10.2.5 An employee shall have the right to authorize the CSEA president or Labor Relations Representative to examine his/her file and obtain a copy of materials in the personnel file except those materials indicated in 10.2.2 above.