

**Code: GA3**  
**Adopted: May 15, 2013**

## **Negative Information**

Negative, disciplinary, or derogatory material originating with the District shall not be placed in an employee's file unless the employee has had a reasonable opportunity to review the material beforehand and discuss the material and related information with the employee's immediate administrator/supervisor. Employees will be requested to sign such material to acknowledge they have reviewed it with the understanding that such acknowledgment shall not necessarily indicate agreement with all or any part of the material concerned. If the employee refuses to sign such material, it may be placed in the employee's file with a dated notation that the employee refused to sign such material after having been given an opportunity to do so. Whenever possible, another supervisor or manager should be used as a witness to the employee's refusal, and should co-sign the entry along with the originating supervisor.

NO ADMINISTRATIVE REGULATION