



**LOS ANGELES COMMUNITY COLLEGES
HR COMMUNICATION**

HR EER 2
PROCESS FOR STORAGE AND REVIEW OF
DISTRICT EMPLOYEES' OPFS

ISSUE DATE:	DISTRIBUTION:	SERVICE:
2/19/2016	General	<input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED
REPLACES:	ISSUED BY:	CHANGES:
	Office of Employer-Employee Relations	

The following sets forth where the District employees' Official Personnel Files ("OPF") are stored at the Educational Services Center and the steps required to view said files in person.

- District employees' OPF are stored either in the file room on the 4th floor or in the Office of Employer-Employee Relations ("EER") for those employees who work in the Human Resources Department. The file room on the 4th floor is locked at all times. To access the 4th floor file room, the party requesting to review the file must check out a key to the file room from EER or Human Resources Operations management team (i.e., the Assistant Director of Human Resources Operations or her designee) to retrieve the OPF. A party requesting to view an OPF stored in EER must make the request to EER. Additionally, employees who were hired on or after 2010 may have an electronic OPF as well, which may be accessed by contacting HR Operations.
- An employee who wishes to view his OPF in person must make an appointment with EER by calling 213-891-2442 with at least 48 hours notice and provide the following:
 - a. Full name
 - b. Classification
 - c. Employee Number/Social Security Number
 - d. Agree to provide a valid picture ID at the time of viewing

Thereafter, EER staff will schedule an appointment for the employee to view his OPF. Prior to allowing the employee to view the OPF, EER staff will request to see the employee's picture ID to verify identity. The employee will view the contents of his OPF alongside EER staff to ensure the contents of the OPF are preserved. Upon request from the employee, EER staff will provide copies of materials in the OPF. After the employee views the OPF, EER staff will return the file to the storage place.