

## File That! Best Practices for Document and Record Management

Personnel files can be tricky to navigate if you do not know the legal Dos and Don'ts. This workshop will include a discussion of the following issues:

- What records should be maintained (or not) in an employee's personnel file
- Access to employee personnel records information
- Union, third party, and employee rights to inspect employee records
- Employee privacy rights in personnel records information
- Applicable California Code provisions
- What information (if any) can or should be divulged to prospective employers or other third parties
- Guidelines for records retention

A comprehensive workbook is included, and workshop participants will review several case studies which will be used to teach the topics in real life situations.

### Who Should Attend?

Personnel and Employee Relations Staff, Agency Counsel, Administrative Staff responsible for maintaining personnel records

### MCLE Credit

LCW is an approved provider for Minimum Continuing Legal Education (MCLE) Credit. Attorneys attending this course will receive 2.75 hours of MCLE credit. An MCLE sign-in sheet and certificate will be available at the workshop.

**DATE:** Wednesday, March 20, 2019

**TIME:** 1:00 P.M. – 4:00 P.M.

**PRESENTER:** T. Oliver Yee

**LOCATION:** The Thousand Oaks Civic Arts Plaza  
2100 E. Thousand Oaks Blvd, Thousand Oaks, CA 91362  
(Directions and map included.)

**RESERVATIONS:** Please register directly through your agency's HR Department.