

Procedures for Review of Personnel Records

- Whenever possible employees should schedule an appointment to review their personnel record in advance.
- HR Staff **must** be present when employees review their personnel record.
- Under no circumstance shall an employee be left to review their personnel record without an HR representative present.
- Employees may request copies of contents of their personnel record.
- The first 5 pages will be duplicated at no cost to the employee.
- Employees will be charged for requests that exceed 5 pages. Charges will be based on the current copy rate charge.
- Request for a complete complete copy of the personnel record should be made in advance with an expected completion date.
- HR staff will copy contents of personnel record. At no time will the employee copy their own personnel file records.
- All copies made shall be stamped with copy and the date of duplication.
- Any variation to these procedures shall be with the approval of the Superintendent or the Director of Human Resources.