

**GAB2. Employee Access**

An employee may view the contents of his/her master personnel file upon request with twenty-four (24) hours notice to the District Office, in the presence of the Human Resources Manager. An employee may make copies of any or all documents in his/her master personnel file, but may not remove any documents from the file. The District will provide only one set of copies to the employee without charge per year. If the employee needs additional copies, s/he will be required to pay for them.

NO ADMINISTRATIVE REGULATION