

*EMPLOYEE ACCESS TO PERSONNEL FILES*

An employee may view the contents of his/her personnel file upon request as provided in Policy GAC – Confidential Information. All inspections must be conducted in the presence of the Director of Human Resources or their designee. An employee may make copies of any or all documents in his/her file, but may not remove any documents from the file. The District will provide only one (1) 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.

Reference: NRS 613.075

Policy # GABA  
Adopted 10/12/10