

REQUEST FOR REVIEW OF PERSONNEL FILE

The following procedures are established for the review of personnel files for any staff member.

1. Staff members have the right, upon request, to review the contents of his/her personnel file.
2. All requests will require completion of "Request for Review of Personnel File" form.
3. All requests for review of personnel files will be accomplished within three (3) days of receipt of the request.
4. All "Request for Review of Personnel File" will be placed in the file.
5. All reviews of the personnel file will be done in the presence of the Director of Human Resources or designee.
6. Confidential information will be removed from the file by the Director of Human Resources or designee in the presence of the staff member before the review.
7. All employees may initial and date each page of his/her file at the time of review.
8. Employees have the right to have representation present during the review as outlined in the appropriate negotiated agreement.

I, _____, request to review the contents of my personnel file. It is understood that any confidential documents must be removed from my personnel file, and will be removed in my presence, and identified as to the appropriate category of confidentiality. All requests for review will be honored by the Office of Human Resources within three (3) working days from the receipt of the request form.

Information regarding individual rights may be obtained in the appropriate Negotiated Agreement.

Signature

Date

Position: _____

School: _____

Office Use Only

Date Request Received: _____ Confirmation: _____

Time/Date of Review: _____ Director/Designee: _____

Copy: Personnel Office & Employee