

EMPLOYEE ACCESS TO PERSONNEL FILES

Employees may view the contents of their own master 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. Employees may make copies of any or all documents in their master personnel 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

Reference: NRS 613.075