

EMPLOYEE REQUEST TO VIEW PERSONNEL FILE

LOCAL 99 BARGAINING UNIT MEMBERS

IN ACCORDANCE WITH THE CONTRACT BETWEEN THE BOARD OF EDUCATION AND LOCAL 99, A UNIT MEMBER SHALL HAVE THE RIGHT TO INSPECT HIS/HER PERSONNEL FILE DURING NORMAL OFFICE HOURS OF THE PERSONNEL OFFICE WITHOUT LOSS OF PAY.

THE UNIT MEMBER WILL NOT BE CHARGED FOR THE FIRST FIVE (5) PAGES OF MATERIAL TO BE COPIES FROM THE PERSONNEL FILE UPON REQUEST; (SECTION 13.5.1 OF THE CONTRACT). FOR ANY ADDITIONAL COPIES, THERE WILL BE A FEE OF **25¢** PER COPY AT THE EMPLOYEE'S OWN EXPENSE.

PLEASE NOTE: THIS REQUEST IS SUBJECT TO 24 HOUR NOTIFICATION TO THE CLASSIFIED PERSONNEL OFFICE.

I, _____ REQUEST TO VIEW MY PERSONNEL FILE.
(PRINT NAME)

DAY TIME PHONE #:

WORKSITE/LOCATION

Date:

FOR REPRESENTED EMPLOYEES OF EMPLOYEE ORGANIZATION, PLEASE REFER TO YOUR CONTRACT

Employee's Signature:

THE FOLLOWING DATE AND TIME HAS BEEN SCHEDULED FOR YOU TO REVIEW YOUR FILE:

Date:

TIME:

PERSONNEL REPRESENTATIVE IN ATTENDANCE: _____