

EMPLOYEE REQUEST TO VIEW PERSONNEL FILE

CSEA UNIT MEMBER AND NON-REPRESENTED CLASSIFIED EMPLOYEES

IN ACCORDANCE WITH PERSONNEL COMMISSION RULE 80.700(A) THRU (E), LABOR CODE SECTION 1198.5, AND EDUCATION CODE 44031 REGARDING THE INSPECTION OF THE PERSONNEL FILE INDICATED, ANY MEMBER OF THE CLASSIFIED SERVICE MAY REQUEST TO SEE ALL MATERIALS IN HIS/HER PERSONNEL FILES, EXCEPT RATINGS AND REPORTS WHICH:

SECTION A

- WERE OBTAINED PRIOR TO THE EMPLOYMENT OF THE PERSON;
- WERE PREPARED BY EXAMINATION COMMITTEE MEMBERS WHO CAN BE IDENTIFIED;
- WERE OBTAINED IN CONNECTION WITH A PROMOTIONAL EXAMINATION.

SECTION B

- THE INSPECTION OF MATERIALS IN A PERSONNEL FILE SHOULD BE DONE DURING A TIME WHEN ANY EMPLOYEE IS NOT ON DUTY, SUCH AS AFTER REGULARLY ASSIGNED HOURS.

SECTION C

- PRIOR TO ANY DEROGATORY MATERIAL BEING FILED, THE EMPLOYEE SHALL BE GIVEN NOTICE BY HIS SUPERVISOR AND HAVE AN OPPORTUNITY TO REVIEW THE MATERIAL AND COMMENT.

SECTION D

- SUCH REVIEW, AS DESCRIBED IN C ABOVE, SHALL TAKE PLACE DURING NORMAL WORKING HOURS AND THE EMPLOYEE SHALL BE RELEASED FROM WORK WITHOUT LOSS OF PAY.

SECTION E

- AN EMPLOYEE SHALL BE GIVEN FIVE (5) WORKING DAYS TO RESPOND IN WRITING TO ANY DEROGATORY MATERIAL PLACED IN HIS/HER FILE.

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

REQUEST TO COPY ANY MATERIAL FROM PERSONNEL FILE IS LIMITED TO PERFORMANCE EVALUATION FORMS, APPLICATION, AND SOCIAL SECURITY CARD. THERE WILL BE A FEE OF **25¢** PER COPY AT THE EMPLOYEE'S OWN EXPENSE.

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: _____