

Personnel Records Review Process

An employee or authorized person, other than employees of the personnel office (see policy GBL), desiring to inspect the contents of a personnel file in the personnel office will use the following procedure:

1. Schedule an appointment with the personnel office secretary on any day the personnel office is open for business;
2. Review Board policy and the collective bargaining agreement and acknowledge this review by signing the personnel records log prior to reviewing a personnel file;
3. Review the personnel file in the presence of an employee from the personnel office;
4. Pay for the cost of copying any materials.

An employee may bring someone with him/her to review his/her file. If an employee chooses to allow another person to review or receive a copy of his/her file, the employee must provide written authorization to the personnel office.