



REQUEST TO REVIEW EMPLOYEE FILE

All employees are entitled to review his/her personnel file.

Persons other than an employee (i.e. hiring supervisors and/or managers) may review another employee’s personnel file with written permission from the employee.

Open Records requests must be received in writing. Human Resources will respond to these requests within three business days. Note: As a courtesy, employees will be notified when his/her file is reviewed as a result of an open record request.

All personnel file reviews must take place in the Human Resources Department during regular working hours in the presence of a Human Resources Department representative. No documents may be added or removed during the review process. No charge will be assessed to employees for photocopies of documents from their own personnel files. Otherwise, copies are \$.10 each.

Date of Review: _____

Employee Name: _____

Reviewed by: _____
print name **signature**

H.R. Representative: _____

