



## Personnel records

1. Employees wishing to inspect their personnel file in the office of personnel services must first contact an administrator from personnel services. A representative of the employee's choice while reviewing the file may accompany an employee.
2. Employees may examine their own personnel file at a time when they are not required to render service to the district. Such inspection will take place in the office where the files are maintained, during normal business hours, in the presence of the administrative officer or designee, responsible for maintaining files.
3. In no instance shall any material be removed from the file. (See above procedure regarding derogatory material).
4. Any request by an employee to include any materials in the file must be approved by the administrative officer responsible for maintaining files.
5. Requests for copies of material in personnel file must be in writing.