

REQUEST TO ACCESS PERSONNEL FILE

(Request must be made at least 24 hours in advance)

The content of an employee's official personnel file, exclusive of pre-employment materials, is open to the employee's review. Employees may also authorize, in writing, a second party to review their personnel file.

Date: _____

Extension: _____

1. NAME OF PERSON REQUESTING TO ACCESS FILE:

Please print: _____

2. SIGNATURE OF PERSON REQUESTING TO ACCESS FILE:

3. ARE YOU ACCESSING YOUR OWN PERSONNEL FILE? YES _____ NO _____

If you are requesting permission to review another person's personnel file, please complete the following information:

1. Please print the full name of person whose personnel file is requested:

2. You must have authorization, which states that you may access the official personnel file of an individual other than yourself. Please attach an appropriately signed authorization and release to this form in order that access to the file may be granted.

For Office of Human Resources Use Only:

Identification of Requester Verified: _____

Appointment to Access File: Date: _____ Time: _____

Authorization (if necessary) Verified: _____

Signature: _____

Employee Relations Manager

Processing Staff