

Lucia Mar Unified School District
Human Resources

Personnel File: Review/Copy Request Form

Employee/Former Employee Name: _____

Date of Request: _____ Phone Number: _____

Email Address: _____

- Request Type:**
- _____ Review my personnel file (no copies requested)
 - _____ Obtain a copy of my personnel file
 - _____ Obtain a copy of documents in my personnel file listed below:

In accordance with Labor Code Section 1198.5 the following procedures are required:

1. **Personnel file review is supervised.** A Human Resources representative must supervise the review.
2. **No removal, alteration, or change of documents.** It is prohibited to remove, alter, or change documents contained in an employee's personnel file.
3. A copy shall be provided to the employee within **30 calendar days** from the date the written request is received.
4. The copy of documents from a personnel file shall be **provided at a charge** not to exceed the actual cost of reproduction.

Other person authorized by employee to inspect employee personnel file:

This may be permitted only when accompanied by the employee or with written permission of employee. In this instance, it is also necessary to have the reviewer sign the document.

_____ I hereby authorize _____ to review my personnel file.

I, _____, request an appointment with the Human Resources Department to review/obtain copies of my personnel file. Furthermore, I understand that copies of personnel file documents are charged at the rate of \$.25 per page.

Employee Signature: _____ Date: _____

This section to be completed by Human Resources:

- Date request received: _____
- Date of review of file with employee/representative: _____
- Date on which a copy of the personnel file documents was provided to the employee: _____

Human Resources Representative Signature

Date