

REQUEST TO REVIEW PERSONNEL RECORDS

Date: _____

Name of Employee: _____

Position: _____

Bargaining Unit: _____

I am requesting a review of my personnel file: _____
Signature

Please allow my Union representative _____ to review my personnel file.

I am requesting to review the above employee's personnel file.

Signature/Title

Do you supervise this employee? Yes No

Reason for request: _____

I am requesting to see the following items from the above employees file:

1. _____
2. _____
3. _____

I am requesting photocopies of the following:

1. _____
2. _____
3. _____

Request: Granted Denied

Human Resources Director: _____
Signature

Date: _____

I certify that the above person has received the file/requested documents and/or have been given photocopies of such file or documents.

A copy of this document will be placed in the employee's personnel file.