



Human Resources Management

REQUEST TO VIEW PERSONNEL FILE, ADD/DELETE ITEMS

Complete and return this form to Human Resources Management. A representative from Human Resources Management will notify you within five (5) working days of receipt of the request. Human Resources Management Department staff must complete the top portion of this form if the purpose of the review is to make a personnel decision/recommendation involving the affected employee.

Name:	Social Security Number:	Date:
Classification:	Department:	Extension:
Email address:	Email Address of Union Rep. (if they are to view file)	

I request an appointment with the Human Resources Management office to view my personnel file.

- I will be viewing my personnel file alone
- I will be viewing my personnel file with my union representative.
- I authorize my union representative to review my file without me.
- I am a staff member in the Human Resources Department

Signature: _____

Reason for review:

Employee Use Only	
Comments: _____	

Please consider removal of the following documents:	

Please consider adding the items I have attached to this form.	

Employee Signature	Date Reviewed

HUMAN RESOURCES MANAGEMENT USE ONLY

Appointment Scheduled (if to be viewed in HR kiosk room):

Date: _____ Time: _____

Employee and/or Union Representative Notified:

Date: _____ By: _____
Human Resources Management Representative

Collective Bargaining Agreements for Viewing Personnel File

Unit 1 (Union of American Physicists & Dentists)

- 9.10 The employee shall, within four (4) days of his/her written request, be provided an exact copy of all or any portion of materials in the employee's personnel file. The employee shall bear the cost of duplicating such materials.

Units 2, 5, 7, & 9 (California State University Employees Union)

- 11.5 Within fourteen (14) days of his/her written request, the employee shall be provided an exact copy of all or any portion of materials officially maintained in the campus personnel file. The employee shall bear the cost of duplicating such materials, except as provided for in Article 7, Grievance Procedure, Article 8, Complaint Procedure, or when such materials have bearing on disciplinary action or pre-disciplinary matters. The cost of duplicating material shall be the amount provided in Civil Code Section 1798.33, or any substitute or successor provision of that code section (as of April 2006 the amount is ten (10) cents per page.).

Unit 4 (Academic Professionals of California)

- 11.5 Following receipt of an employee's written request, the campus shall, within a reasonable period of time established by the campus, provide a copy of all requested material. The employee shall bear the cost of duplicating such materials, except as provided for in Article 10, Grievance Procedure, or Article 18, Evaluation, or when such materials have bearing on disciplinary action or corrective action matters.

Unit 6 (State Employees Trade Council)

- 13.1 Only (1) one official personnel file will be maintained for each employee. It will be kept in the Personnel Office.
- a. An employee shall have the right to inspect his/her personnel file at reasonable times during the regular business hours of the Personnel Office.
 - b. An employee may request a copy of any written materials in the personnel file and a copy will be provided in a timely manner.
 - c. One (1) copy of each document which is related to a grievance and maintained in the personnel file shall be provided free of charge to the employee, upon the employee's request.

Unit 11 UAW (Academic Student Employees)

- 17.5 The University shall endeavor to provide a bargaining unit employee or her/his representative access to or a copy of the bargaining unit employee's employment file(s) as soon as practicable, but no later than fourteen (14) calendar days, following the University's receipt of a written request. One copy of employment file(s) material shall be provided.

Unit 10 (International Union of Operating Engineers)

- 20.1 Only (1) one official personnel file will be maintained for each employee. It will be kept in the Personnel Office.
- a. An employee shall have the right to inspect his/her personnel file at reasonable times during the regular business hours of the Personnel Office.
 - b. An employee may request a copy of any written materials in the personnel file and a copy will be provided in a timely manner.
 - c. One (1) copy of each document which is related to a grievance and maintained in the personnel file shall be provided free of charge to the employee, upon the employee's request.

Unit 12 (Service Employees International Union)

- 10.4 The employee shall within fourteen (14) days of a written request be provided an exact copy of all or any portion of materials officially maintained in the official personnel file. The employee shall bear the cost of duplicating such materials.