

# REQUEST TO EXAMINE PERSONNEL FILE

Staff, Faculty and Administrators

This request is being made to examine my Personnel File.

I understand that the file contains all items, including evaluations of my work, generated within the college. Evaluations done by administrators/supervisors in the current fiscal year shall become part of the personnel file of each year immediately following; current evaluations may be examined upon request in the office of the respective administrator/supervisor doing the evaluating. Files will be viewed on an appointment basis.

I further understand with this request to see my file:

1. It shall be examined by me in the presence of an administrator.
2. The request shall occur during normal business hours of 7:30 AM to 4:00 PM.
3. Duplication of material in the file may be done, such duplication expense to be borne by me.
4. I may submit for inclusion to my file rebuttals or clarification to material contained therein.
5. Payroll information is maintained separately in the Business Office.

## SIGNATURES

_____	_____	_____	_____
Employee (1)	Date	Administrator (2)	Date