

REQUEST TO VIEW PERSONNEL FILE

Complete and return this form to Human Resources. A representative from Human Resources will notify you in accordance with the terms of your Collective Bargaining Agreement to provide you a copy of your personnel file. If you are in a non-represented class (i.e., MPP, Confidential, E99) you will receive a copy within five (5) business days of receipt of the request.

Employee Name: _____ **Employee ID No.** _____

Department: _____

Please select the appropriate action:

- I request a copy of my personnel file
- I request a copy of my personnel file for both my union representative and me
Union Rep. Name: _____
- I am a manager requesting a copy of the employee's personnel file

Document(s) Needed:

- Full personnel file
- Specific documents within the personnel file; please list:

Requestor Name: _____ **Signature:** _____ **Date:** _____

Email Address: _____ **Phone No.** _____

Employee Use Only:

Please consider taking the appropriate action for the listed/attached documents: Add Remove

Comments:

Approved Denied HR Representative _____

HR Use Only:

Date Processed: _____ Processed By: _____

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.
- d. The employee may be required to bear the cost of duplicating other materials.

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.
- d. The employee may be required to bear the cost of duplicating other materials.