

PERSONNEL RECORDS

Certified Personnel File

Each certified employee shall have the right to review the contents of his/her personnel file, with the exception of credentials, and to place written reactions, provided the employee has not had an opportunity to do so previously. The employee shall have the right to make copies, at his/her expense, of any item in the file, with the exception of credentials. When reviewing the file, the employee shall have the right to have "a representative" accompany him/her.