

PERSONNEL RECORDS

Classified Personnel File

Each classified employee shall have the right to review the contents of his/her employee personnel file which is located in the supervisor's office 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. When reviewing the file, the employee shall have the right to have "a representative" accompany him/her.