

# MADERA UNIFIED SCHOOL DISTRICT

## HUMAN RESOURCES OFFICE

### REQUEST TO INSPECT/COPY CONFIDENTIAL PERSONNEL RECORDS

The Board of Education and the Administration wish to insure the confidentiality of all employee records. To do so, we ask that each individual provide an acceptable personal identification (i.e., driver's license) when requesting review of the individual's personnel file. This precaution insures that unauthorized persons will not review that individual's personnel file.

**You may review your personnel file outside of your regular working hours by appointment. For an appointment, contact the Human Resources Department.**

You are asked to read and sign this form at the time you review your file. It will be made a part of your file.

THE LAW REQUIRES THE FOLLOWING PROCEDURES:

1. **Personnel File Review is Supervised.** A Human Resources Office staff member must supervise the review.
2. **No Removal, Alteration, or Change of Documents.** It is prohibited to remove, alter, or change documents contained in an employee's personnel file.
3. **Addition of Information to Personnel Files.** This is only possible when authorized by the Director of Human Resources or their designee.

**Other Person Authorized by Employee to Inspect Employee Personnel File.** This may be permitted only when accompanied by the employee or with written permission of employee. In this instance, it is also necessary to have the reviewer sign the document.

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I hereby authorize \_\_\_\_\_ to review my personnel file.

☐

I am requesting to get a copy of my personnel file or specific document(s):

For copies of personnel file a 5-business day written notice must be given to the Human Resources Office. There is a fee of .25¢ for each copy

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Person Authorized by Employee

\_\_\_\_\_  
Signature of HR Staff Member Supervising Review

\_\_\_\_\_  
Signature HR Director