



Personnel File Inspection Request

Each employee of Jackson College is entitled to inspect the contents of their personnel file (with exceptions noted below) and obtain copies of file materials under approved procedures.

Any employee wishing to inspect the contents of his/her personnel file shall present this completed form to the Human Resources Office.

Inspection of personnel files are subject to the following guidelines:

1. All pre-employment references are to be removed from the file prior to inspection by the employee.
2. The inspection will be conducted in the presence of an individual responsible for the maintenance of the files.
3. Requested copies of materials will be made by the individual responsible for the maintenance of the files.
4. The employee or his/her representative may not remove any materials from the file.
5. The inspection shall be scheduled as soon as possible, but in no case no more than one business day following submission of the completed request form.

I _____, request to inspect the contents of my
(Print Name)
personnel file.

(Signature of Employee)

(Date)

Authorization is granted for this employee to inspect the contents of his/her official personnel file.

(Signature of Human Resources Representative)

(Date)

Date of Inspection: _____

Association Representative Present? No Yes, _____
(Name of Representative)

(Signature of Human Resources Representative)

(Date)