

POLICY 6.5

Policy Category: Personnel

Subject: Personnel File Access

Approving Authority:

POLICY 6.5 – Personnel File Access

- b) Upon reasonable notice, in writing, a PMA Eligible staff member may request to examine the contents of his/her personnel file by making appropriate arrangements with Human Resources. Human Resources will arrange a mutually convenient time and location for the PMA Eligible staff member to examine the file, in the presence of a Human Resources representative.
- c) A copy of the information contained in the personnel file will be provided at the staff member's request.
- d) In the event a staff member believes the information in the personnel file is inaccurate, he/she may add a statement to the file documenting that opinion.