



CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
CERTIFICATED HUMAN RESOURCES DEPARTMENT

**REQUEST TO REVIEW PERSONNEL FILE**

In accord with California Labor Code section 1198.6 and Education Code 44031, every employee has the right to inspect their personnel file. Personnel files can be reviewed by appointment only. For an appointment, contact Shauna Ashmore, Assistant Superintendent, Human Resources, via email at [sashmore@conejousd.org](mailto:sashmore@conejousd.org). Appointments will be limited to 30 minutes. Please complete the form and bring it to your appointment or have your representative bring it to the appointment if he/she will be reviewing the file on your behalf.

I, \_\_\_\_\_, hereby request permission to review my personnel  
Employee Name  
file or authorize an agent to do so on my behalf.

Please specify personal identification for identity verification purposes to ensure that authorized persons only review your personnel file.

Employee Number: \_\_\_\_\_ or Social Security (last 4 digits) \_\_\_\_\_

**DISTRICT POLICY RELATED TO PERSONNEL FILE REVIEW**

1. Personnel file review is to be supervised by a Human Resources staff member.
2. No removal, alteration, or changes are to be made to documents inside the Personnel File.
3. Addition of documents and/or information to the Personnel File is possible only with authorization of the Assistant Superintendent, Human Resources or his/her designee(s).

***\*Violation of Personnel File review policies may result in disciplinary action.***

I hereby authorize \_\_\_\_\_ to:

Name of Representative

- Review my personnel file
- Obtain a copy of documents in my personnel file as follows:
  - Performance Evaluation, supplemental documents and rebuttals,
  - Documents related to disciplinary proceedings,
  - Other documents (specify): \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**HUMAN RESOURCES STAFF CERTIFICATION**

Appointment/Review Date: \_\_\_\_\_  
Supervised By: \_\_\_\_\_  
Personnel documents copied \_\_\_\_\_