



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 Jeanne Valentine, Assistant Superintendent, Human Resources, via email at jvalentine@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 file or authorize an agent to do so on my behalf.

Employee Name

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 _____