



REQUEST TO REVIEW PERSONNEL FILE

In accordance with Palmer Municipal Code Title 44.05.040 Personnel file, I am requesting an opportunity to review/copy the documents in my personnel file.

I am available the following days/times (please provide a minimum of 3 dates/times (Monday-Friday between 8:00am and 4:30 pm):

Palmer Municipal Code Title 4.05.040 Personnel file

The personnel officer shall provide for the establishment, maintenance, and custody of the following record:

A. The personnel file is the official personnel record for an individual employee which shall be kept in the office of the personnel officer and includes, but is not limited to, employment applications, prior employment, and work performance, disciplinary actions other than oral reprimands, personnel action forms, tax withholding and benefits information.

B. Access to Personnel Files.

1. In accordance with AS 23.10.430, an employee or a former employee may inspect and make copies of his or her own personnel file during normal office hours; provided, the employee or former employee shall pay the reasonable costs of any duplication.

2. A personnel file may be inspected by the employee's department director in the presence of the personnel officer.

3. Review of any personnel files shall be conducted in the presence of the personnel officer or designee. No document shall be removed from a personnel file without prior written approval from the personnel officer and notice to the employee. Any person examining a personnel file shall sign for the personnel record and the signature shall be dated.

4. To the extent required by law, medical information regarding an employee's medical condition must be kept in a separate medical file and treated as a confidential medical record.

C. Use of Personnel Files.

1. A personnel file shall not be used as a private dossier on an employee.

2. The employee shall be provided a copy of documents placed in their personnel file. (Ord. 12-001 § 3, 2013)

Print Name

Date

Signature

Phone Number

