



Human Resources Office
2940 Waukegan Street
Auburn Hills, MI 48326
248-537-6037

REQUEST TO REVIEW PERSONNEL FILE

Print Name: _____

Signature: _____

Address: _____

Date: _____

This is a request to review my personnel file made under the Bullard-Plawecki Employee Right-to-Know Act (Public Act No. 397 of 1978).

My Social Security number is _____, and

My Date of Hire is _____, and

My Position is _____ .

CHECK APPROPRIATE LINE

- I hereby request permission to review my personnel file.
- I hereby designate _____ to be my agent(s) and therefore authorized to inspect my personnel file.
 - I realize that I may take notes, but may not remove the file or any of its contents and
 - that an appropriate District representative must be present at the time of the review and
 - that the review is to take place during normal business hours.

All employees are entitled to review their personnel files as provided in Avondale School District's Personnel Files Policy. The Human Resources Department will schedule an appointment for you to review your personnel file within a reasonable period of time after the request. Review of personnel files must take place in the Human Resources Office. While no documents can be removed, you may take handwritten notes or request photocopies. Copies will be provided within a reasonable period of time from the request. Avondale reserves the right to charge the employee a reasonable fee to cover the copying costs.

FOR OFFICE USE ONLY:

Date Received by Human Resources: _____ Appointment date: _____ Time: _____

Authorized by: _____ Arrival Time: _____ Departure Time: _____