

Human Resources
Operations and Compliance

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
5500 University Parkway, San Bernardino, CA 92407
909.537.5138 fax: 909.537.7019
<https://www.csusb.edu/human-resources>

REQUEST TO VIEW OR COPY PERSONNEL FILE

Complete and return this form to hr@csusb.edu. A representative from Human Resources will notify you in accordance with the terms of your Collective Bargaining Agreement to provide you with an appointment to view or copy your personnel file. If you are in a non-represented class, you will be notified of your appointment within five (5) business days of receipt of the request. Faculty requests should be submitted to facultyaffairsanddevelopment@csusb.edu.

Employee Name: _____ Employee ID No. _____

Department: _____ Email: _____ Phone No. _____

Employment Status: Current Former

This form is being completed by a union rep on behalf of an employee. **Written authorization from the employee should be sent via email to hr@csusb.edu**

Union Rep Name: _____ Signature: _____ Date: _____

Please select the appropriate action:

- I request to view my personnel file.
- I request to view my personnel file with my union representative.
- I request a copy of my personnel file.
- I request a copy of my personnel file for both my union representative and me.

Union Rep. Name: _____

Document(s) Needed:

Copy fee is \$0.10 per page

- Full personnel file
- Specific documents within the personnel file; please list:

Employee Signature: _____ Date: _____

I understand the following: If I am reviewing my personnel file, I may not add, remove, or revise any documents. If I do not agree with documents in my personnel file, I may submit a statement in writing.

Your Coyote ID or valid government issued identification with a photograph is required for identification purposes.

HR Use Only:

Date Request Received: _____

Date Processed: _____ Processed By: _____ Date of File Review: _____ ID confirmed