

**Code: GA2**  
**Adopted: May 15, 2013**

## **Employee Access**

An employee may view the contents of his/her personnel file upon request as provided in *Section GB5*. All inspections must be conducted in the presence of Superintendent/designee. An employee may make copies of any or all documents in his/her file, but may not remove any documents from the file. The District will provide only one set of copies to the employee without charge per year. If the employee needs additional copies, s/he will be required to pay for them.

NO ADMINISTRATIVE REGULATION