

### POLICY 3.7 – Personnel File Access

Policy Category: Personnel - All  
Effective Date: December 1, 1989  
Supersedes: November 1, 1985

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#### POLICY

- 1.00 A staff member will have the opportunity, in the presence of a member of the Employee Relations Department, to examine his/her individual personnel file maintained in the Department of Occupational Health and Safety and the Records Section and Benefits Section of the Personnel Department.
  - 1.01 A copy of the information contained in the file will be provided upon the request of a staff member at the staff member's expense.
- 2.00 In the event a staff member believes the information on file is inaccurate, he/she may add a statement to the file to document that opinion.