

### *Employee Personnel File Viewing Request*

Please Print – Complete each section of this form and submit via scan or email to Chandra Moon at [ea.hr@sd8.bc.ca](mailto:ea.hr@sd8.bc.ca) to schedule an appointment to view your official staff personnel file. HR staff will respond and confirm a mutually agreed appointment within thirty (30) working days.

<b>Employee Information</b>		
Full Name:		
	<i>Last</i>	<i>First</i>
Location/School:		
<b>What would you like to do during your appointment?</b>		
	View my HR Personnel File	
	Obtain Copies of the following document(s) in my Staff Personnel File <b><i>Important Note: Any photocopies requested will only be provided directly to the employee.</i></b>	
1.		
2.		
3.		
4.		
	Authorize my Union Representative/Steward to review my HR Personnel File on my behalf. <b><i>Important to Note: Requests for photocopies must be submitted by the employee and will be provided to the employee.</i></b>	
Name of Union Representative/Steward:		
Other. Please describe:		
<b>Employee Signature/Date</b>		
Sign here →		Date:
<b>For HR Department Use Only</b>		
HR Staff Completing Request:		Date:
Date/Time of Scheduled Review	Date:	Time: