**PRINTING INDUSTRIES ASSOCIATION INC. OF SOUTHERN CALIFORNIA**

**EMPLOYEE REQUEST TO INSPECT AND/OR RECEIVE A COPY OF PERSONNEL RECORDS**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Current or former employee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] I request to inspect/receive a copy of (circle one or both) my personnel records.

[ ] I authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (authorize representative) to inspect/ receive a copy of (circle one or both) my personnel records.

I understand that if I have requested a copy of these records, I will be charged the actual cost of reproduction. (Former employees requesting receipt by mail may also be charged actual postal expenses.)

I further understand that only those records required by law will be made available to inspect/copy.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYER RESPONSE TO EMPLOYEE REQUEST TO REVIEW AND/OR RECEIVE A COPY OF PERSONNEL RECORDS**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In response to your request to review and/or receive a copy of your personnel records:**

[ ] You/Your representative (circle one) is scheduled for an appointment with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of Company representative) on\_\_\_\_\_\_\_\_\_\_ (date) at \_\_\_\_\_\_\_\_\_(time) for the purpose of reviewing your personnel records.

**Note that during the inspection, nothing may be removed from or added to your personnel record.**

[ ] A copy of your personnel records will be made available to you/your representative (circle one). Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of Company representative) to make arrangements for receipt of the copy. You will be responsible for copying costs at the rate of \_\_\_\_\_\_\_\_\_(amount) cent per page.

If you are a former employee requesting personnel records, you may receive a copy of these records by mail only if you reimburse the company for actual postal expense. (The Company has the right to make alternative arrangements for inspection of personnel records by former employees who have been terminated for harassment or workplace violence.)

**You/Your representative’s (circle one) request to inspect/receive a copy of your personnel records has been denied for the following reason(s):**

[ ] The Company is only required to comply with one request per year by a former employee to inspect or receive a copy of his or her personnel records.

[ ] The Company is not required to comply with more than fifty (50) requests to inspect or receive personnel records filed by an employee representative(s) in one calendar month.

[ ] The Company is not required to comply with a request to inspect or copy personnel records while you have a pending lawsuit against the Company relating to a personnel matter.

February 2013

2