

**200.3 Access to Personnel Files**

Facilities Management maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, training records, documentation of performance appraisals and salary increases, and other employment records. With reasonable advance notice, employees may review their own personnel files in the Personnel Section, Facilities Management, in the presence of an individual appointed by Facilities Management, who maintains the files. Access to all other personnel files is managed by Human Resource Services.