

1 eligibility for employment, promotion, additional compensation,
2 transfer, termination, disciplinary or other adverse personnel
3 action including employee evaluations or reports relating to the
4 employee's character, credit and work habits. "Personnel file"
5 does not mean stock option or management bonus plan records,
6 materials which are used by the employer to plan for future
7 operations, security files, information such as test information,
8 the disclosure of which would invalidate the test, or documents
9 which are being developed or prepared for use in civil, criminal or
10 grievance procedures.

11 (b) "Security files," as used in this section, means
12 memoranda, documents or collections of information relating to
13 investigations of losses, misconduct or suspected crimes and
14 investigative information maintained pursuant to government
15 requirements, provided such memoranda, documents or information are
16 not used to determine an employee's eligibility for employment,
17 promotion, additional compensation, transfer, termination,
18 disciplinary or other adverse personnel action.

19 (c) Every employee, whether public or private, has the right
20 to inspect his or her personnel file, if the file exists.
21 Inspection shall take place during regular business hours at a
22 location at or reasonably near the employee's place of employment.

23 (d) Each employer shall, within a reasonable time after
24 receipt of a written request from an employee, provide the employee

1 with a copy of all or any requested portion of his or her personnel
2 file, provided the request reasonably identifies the materials to
3 be copied. The employer may charge a fee of ten cents per page for
4 copying the file or any part of the file. An employer may not be
5 required to provide a copy of an employee's personnel file more
6 than two times per calendar year, unless the employee requesting
7 the personnel file has been terminated involuntarily. In that
8 circumstance, upon written request of the employee after notice of
9 the involuntary termination, the employer shall provide the
10 employee one additional opportunity to review or request a copy of
11 the personnel file.

12 (e) The provisions of this section may not be construed to
13 permit an employee to remove his or her original personnel file or
14 any part of the file from the employer's premises or the location
15 where it is made available for inspection. Each employer retains
16 the right to protect his or her files from loss, damage or
17 alteration to ensure their integrity. Each employer may require
18 that inspection of any personnel file take place in the presence of
19 a designated official.

NOTE: The purpose of this bill is to give all employees the right to review and copy their respective personnel files.

This section is new; therefore, it has been completely underscored.