



## City of Pittsburgh Operating Policies

<b>Policy: Personnel File Review For Employees</b>	<b>Original Date:</b>
	<b>Revised Date: 9/2009</b>

**PURPOSE:** To establish guidelines to facilitate the process for employees to review their personnel file.

**POLICY STATEMENT:** It is the policy of the City of Pittsburgh that any employee who wishes to review their personnel file may do so. Employees must follow the link on the City's intranet website to make the initial request to make an appointment to review their personnel file.

*Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.*

### **PROCEDURE**

To set up an appointment to review your personnel file, please visit the Employee Personnel File Review link under the Policies section of the City's intranet. The site has a link to request an appointment during your lunch hour, vacation day or other non-work time. Please type "Personnel File Review" in the subject line of your e-mail. Please provide us with the following information so that we may direct the request to your personnel liaison.

- Name
- Department
- Division/Bureau
- Position
- Work Phone Number
- Preferred Review Date and Time

Your personnel liaison will contact you if it is necessary to reschedule your review appointment. Note that the more advance notice that you give, the more likely your personnel liaison will be able to meet with you during your requested review date and time.

Before the meeting, you must also fill out, and take with you to your file review meeting, the Request for Permission to Review Personnel File form. A copy can be obtained on the City's intranet under the Forms sections. You will need the Adobe Acrobat Reader to view or print the form.

There is no limit as to the number of times or how often an employee may review their file.

Terminated employees (or previous employees) may not review their personnel files.