

Licensed Personnel/Contracting Services
Clark County School District
2832 E. Flamingo Road
Las Vegas, Nevada 89121

To Whom It May Concern:

I am requesting a copy of my personnel file. Please contact me at _____
_____ when it is ready for pick up.

Sincerely,

Signature

Social Security Number

Date

CLARK COUNTY SCHOOL DISTRICT REGULATION

4311

AVAILABILITY OF PERSONNEL RECORDS: ALL EMPLOYEES

- I. All personnel information regarding district employees is confidential and may be reviewed only on a need-to-know basis.
 - A. A request with reasonable notice shall be made to the Human Resources Division by an employee who desires to review material in the employee's personnel file. The contents of the file, excluding that information provided on a confidential basis, may then be reviewed by the employee in the presence of a designated representative of the Human Resources Division.
 - B. Additionally, the personnel record maintained at the employee's work location shall also be available for inspection. The employee shall give the principal or immediate administrative supervisor reasonable notification of the desire to examine the personnel record.
 - C. An additional copy of evaluations or other documents previously given to the employee from the employee's personnel file may be provided at reasonable cost. A written request for the additional copy must be made at least twenty-four (24) hours in advance.
 - D. Personnel files may not be removed from the Human Resources Division except as directed by the associate superintendent, Human Resources Division or as directed by the superintendent or his/her designee.
 - E. Personnel information maintained at the employee's work location:
 1. May not be removed except when the material is transferred directly to the employee's personnel file in the Human Resources Division or as directed by the superintendent or his/her designee.
 2. Shall be transferred directly to the Human Resources Division upon the resignation or approval of a long-term leave of absence of any employee.
 - F. The work location personnel folder of an employee who transfers from one work location to another work location shall be transferred to the new location by the principal or the responsible administrative supervisor.

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- G. Upon termination or separation from the district, a former employee will be allowed the opportunity to inspect employment records consistent with NRS 613.075.

Cross Reference: Policy and Regulation 1212 Community Relations
Review Responsibility: Human Resources Division
Adopted: [4224:6/72;6/77 4514/4824:6/72; 8/76]
Revised: (10/22/81); (10/26/93)
Pol Gov Rev: 6/28/01