Personnel File Request Form

The term "personnel record" is defined by Michigan law. Under the Bullard-Plawecki Employee Right to Know Act (MCLA 423.501 et. Seq.), the term personnel record means a record kept by the employer that identifies the employee, to the extent that the record is used, has been used, or may be used relative to the employee's qualifications for employment, promotion, transfer, additional compensation, or disciplinary action.

I hereby request the following personnel records as defined by MCLA 423.501(c) (Bullard-Plawecki Right-to-Know Act):

- ☐ Employment File (includes electronic performance evaluations)
- ☐ Compensation File
- ☐ Supervisor's File
- ☐ Driving Record
- ☐ Payroll File (check stubs are available online)

I understand that, in accordance with the law, the following records are not included in my personnel records:

i. employee references supplied to an employer if the identity of the person making the reference would be disclosed;
ii. materials relating to the employer's staff planning with respect to more than one employee, including salary increases, management bonus plans, promotions, and job assignments;
iii. medical reports and records made or obtained by the employer if the records or reports are available to the employee from the doctor or medical facility involved;
iv. information of a personal nature about a person other than the employee if the disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy;
v. information that is kept separately from other records and that relates to an investigation by the employer into potential criminal activity of an employee;
vi. educational records under the Family Educational Rights and Privacy Act ("FERPA"); and
vii. records kept by an executive, administrative, or professional employee that are kept in the sole possession of the maker of the record and are not accessible or shared with other persons. However, a record concerning an occurrence or fact about an employee kept pursuant to this subparagraph may be entered into a personnel record if entered not more than 6 months after the date of the occurrence or the date the fact becomes known.

I understand that my personnel file as indicated above will be available for my review. All records requested will be made available notwithstanding documentation withheld or excluded as stated above and in accordance with Michigan Law.

I further understand that, should I request a hard copy of my personnel records (instead of an electronic copy), I may be responsible for the actual cost of a hard copy of such records payable by cash or check to CMU prior to receiving the copies.

_____ _____

Employee Signature Date

☐ Copies requested Number of copies provided: _____ Amount of payment received: _____

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