

## PERSONNEL SERVICES BULLETINS (PSBs)

### 500-1

**Subject:** Employee Review of Evaluations and Personnel Folders

**Supersedes:** Personnel Services Bulletin No. 500-1 dated March 21, 1997

**Source:** 1995-2001 Citywide Agreement, Article X, Sections 1 and 2

**Date:** Updated October 25, 2019

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### I. Background

The 1995-2001 Citywide Agreement mandates that union represented employees subject to the Career and Salary Plan read and receive a copy of any evaluatory statement of their work performance if the statement is to be placed in the employee's personnel folder. Prior to being given a copy of such evaluatory statement, the employee must sign a form indicating that the employee is being given a copy. These employees are also entitled to review their personnel folder if any action has been initiated against them.

### II. Policy

This procedure should be followed for **all** City employees, not only for those subject to the Career and Salary Plan.

Lisette Camilo  
Commissioner

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