

## PERSONNEL SERVICES BULLETINS (PSBs)

**500-1**

**Subject:** Employee review of evaluations and personnel folders

**Supersedes:** Personnel Policy and Procedure No. 490-85

**Source:** 1990-1992 Citywide Agreement, Article X, Sections 1 and 2

**Date:** March 21, 1997

---

### **I. Background**

The 1990-1992 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.

William J. Diamond  
Commissioner

---

**Inquiries:** Office of Labor Relations (212) 306-7270

**Issue No.** 1-97