

ARTICLE 21 PERSONNEL FILES

A. GENERAL PROVISIONS

A personnel file is the repository of information including reports, documents, correspondence, and other materials pertaining to an employee's employment with the University.

1. Access to Personnel Files

The University shall identify the location(s) where an employee or their designated representative may obtain access to the employee's personnel file(s). The University shall designate a contact who will identify the location and process for accessing the file.

2. Information in the Files

- a. An employee's personnel file(s) contain information pertaining, but not limited, to: employment, such as the application for employment, tests, and letters or statements of reference; pay and benefits; training; conduct; education, honors and awards; duties and job classification; performance; written annual reviews; discipline, release, and dismissal actions; attendance; and other relevant or necessary information specified by the University or added by the employee consistent with Sections A.2.b and A.2.f.
- b. Copies of letters of disciplinary action, along with copies of proofs of service that accompany the letters, upon being provided to an employee, shall be placed in the employee's personnel file(s). The employee's written comments, if any, regarding such letters shall be placed in their personnel file(s). Such comments shall not require the University to change or alter the letters or the actions indicated by the letters.
- c. Letters of disciplinary action, upon written request of the employee, shall be removed from the file as set forth in Article 04 – Discipline and Dismissal.
- d. Upon the employee's written request, counseling memoranda and/or written records of discussions will be removed from the employee's personnel file if there have been no other such memoranda relating to, or disciplinary action on, the same or similar issue(s) for a two (2) year period.
- e. Items placed in an employee's personnel file(s) shall contain the date of the document's creation, and its source, and may contain the date on which the information was placed in the file.
- f. An employee has the right to request that errors of fact in personnel records be corrected, and to make additions to personnel records.

B. EMPLOYEE AND/OR REPRESENTATIVE REVIEW OF PERSONNEL FILE(S)

Upon written request to the University, an employee shall have the opportunity to review their personnel file(s) within a reasonable amount of time. The University will make every effort to provide access within five (5) working days of receiving the request. Upon request of the employee, the University will send the contents of the file electronically, when possible.

An employee shall be granted a reasonable amount of time in without-loss-of-straight-time pay status to review their personnel file(s) within the operational needs of the department.

1. An individual of the employee's choice may accompany the employee when reviewing their personnel file(s).
2. Alternatively, an individual employee may authorize a designated representative to review the employee's personnel file(s) on the employee's behalf. The designated representative shall present the signed and dated authorization when requesting access to an employee's personnel file. The authorization must indicate when it is valid and the date of review must fall within the valid time period.
3. When the employee has chosen a member of the bargaining unit to assist in the review of the file(s), that person's release time shall be in accordance with the provisions of this Agreement.

C. GRIEVANCE-RELATED FILES

Records involving the processing of an employee's grievance, such as the grievance form, step appeals/responses, and settlement documents, will be kept in a file separate from the employees' personnel file.

D. DUPLICATION COSTS

Employees shall receive, without cost, a first copy of documents, or extracts thereof, that are located in their personnel file. However, employees may be charged the same fees as are customarily charged other staff employees for additional printed copies of documents in the employee's personnel file.