

PERSONNEL FILES

Section 1. Departments may maintain a personnel file for ~~student workers~~~~employees~~. The personnel file shall contain information relevant to a student worker's qualifications, record of employment and other information required for business and legal purposes. Access to and use of information in the student worker's personnel file shall be restricted for business or legal purposes. Materials from any unknown or anonymous sources will be excluded from the personnel file.

Section 2. All evaluative or disciplinary material relating to employment placed in a file shall identify the author and be dated or date stamped when received. ~~Student workers~~~~Employees~~ will be provided with ~~either a physical or~~ a digital copy of disciplinary documents or performance evaluations that are placed in the ~~student worker~~~~employee's~~ personnel file within ten (10) days of their insertion.

Section 3. ~~Student workers~~~~Employees~~ shall have the right to examine all materials in their personnel file. The Union shall be permitted to review an ~~student worker~~~~employee's~~ personnel file upon submission of the written consent of the relevant ~~student worker~~~~employee~~. The personnel file shall be made available for review within five (5) days of the request.

Section 4. Upon request, an ~~student worker~~~~employee~~ shall be provided a digital copy of any materials in their personnel file.

Section 5. ~~Student workers~~~~Employees~~ have the right to request the removal or correction of material that the ~~student worker~~~~employee~~ believes to be false, irrelevant, or to have been improperly included in their personnel file. The Human Resources department will provide a written response approving or denying any such request within fourteen (14) days of its receipt. Adverse material or information related to alleged misconduct that is determined to be false, and all such information in situations where the worker has been fully exonerated of wrongdoing, will be promptly removed from the student worker's files. An ~~student worker~~~~employee~~ may attach a rebuttal statement to any item in their file.

Section 6. Files relating to grievances will be maintained separate from ~~student worker~~~~employee~~ performance and disciplinary materials and no reference to grievances shall be placed in an individual's personnel file.

Section 7. Upon the student worker's written request/release, the University will respond to employment verification inquiries within five (5) days of the request.

Section 87. ~~Student workers~~~~Employees~~ shall have the same rights to their personnel files as stated in this Article for- as long as the University maintains a personnel file, regardless of current employment status as a student worker. This file may be discarded once the student worker has not been an enrolled student for at least 180 days~~60 days after separation~~.