

PERSONNEL FILES

Section 1. Departments may maintain a personnel file for employees. The personnel file shall contain information relevant to records of employment and other information required for business and 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. Employees will be provided with either a physical or digital copy of disciplinary documents or performance evaluations that are placed in the employee's personnel file.

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

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

Section 5. Employees have the right to request the removal or correction of material that the 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 as soon as is practicable. An employee may attach a rebuttal statement to any item in their file.

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

Section 7. Employees shall have the same rights to their personnel files as stated in this Article for 180 days after separation.



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