

Personnel Files

Section 1.

1.1 ASEs and the Union shall be notified of the identity of the custodian of their personnel files. **There will be only one (1) official personnel file** that will be located in their home department. Personnel, and other records containing personal information and/or information pertaining to the ASE's performance, including those electronically generated, will be maintained, accessed, and used only in the scope of official University business.

Section 2.

1.2 An ASE will be provided with a copy of University initiated documents related to wages, hours, and working conditions (including performance) that are inserted into the personnel file. ASEs shall have the right to examine all materials contained in their personnel file and, upon request, shall be provided with a copy of any materials in that file. The personnel file shall be made available for review within three (3) working days of the request.

Section 3.

1.3 An official Union representative will be granted access to the personnel records upon written authorization from the ASE. The ASE and/or their official Union representative may not remove any contents. A record will be kept in the official personnel file of the names, dates, times and title of anyone who has reviewed the file, other than Human Resources and Benefits Services personnel.

Section 4.

1.4 An ASE or their official Union representative shall have the right to request removal or correction of inaccurate materials from their personnel files, insert rebuttal or refuting documentation,, and/or seek removal of inappropriate material from the files.

Section 5.

1.5 No reference to grievances shall be placed in an individual's personnel file.

Section 6.

1.6 All materials in the personnel file of an ASE, including supervisory job performance evaluations, shall be confidential except as required to be publicly available under State and/or Federal law. The University will limit access to student evaluations to those undergraduate, graduate, and professional students, and faculty with WSU Network IDs.

Section 7.

- 1.7 Upon the employee's written request/release, the University will respond to employment verification inquiries.