Article 1: Personnel Files

Section 1.1.
ASEs ~~and the Union~~ shall be notified of the identity of the custodian~~(s)~~(s) 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 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.~~ The University will provide ASEs with instructions on how to access their personnel files. 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 receipt or as otherwise agreed upon.

Section 1.3.
An official Union representative will be granted access to the personnel records upon written authorization from the ASE to the Labor Relations Officer. 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 the custodian(s) of the file Human Resources and Benefits Services personnel.~~

Section 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 1.5.
Grievance files will be kept separate from personnel files. ~~No reference to grievances shall be placed in an individual's personnel file.~~

Section 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 or other appropriate affiliates or contingent workers.

Section 1.7.

Upon the employee's written request/release, the University will respond to employment verification inquiries. This process is described at the following website: ~~https://~~hrs.wsu.edu/voe~~/~~.