

## **Article XX. Personnel Files**

### **Section 1.**

Employees and the Union shall be notified of the identity of the custodian of their personnel files. The custodian will be responsible for identifying the location and process for accessing the file.

### **Section 2.**

Employees have the right to examine all materials in their files that are not non-disclosable pursuant to state and/or federal laws and, upon written request to the file custodian, will be provided a copy of any materials in those files. The personnel file will be made available for review by the Employee and/or the Employee's designated person upon written request to the file custodian within three (3) workdays of the request.

### **Section 3.**

Employees shall have the right to request removal or correction of inaccurate materials from their personnel files, attach a concise statement in response to any item in the files and/or request removal of inappropriate material from the files.

### **Section 4.**

No grievance materials shall be placed in an individual's personnel file. Grievances shall not be referenced unless necessary for payroll, leave, or other similar legitimate business purposes.

### **Section 5.**

No individually identifiable information in the personnel file of an Employee, including supervisory job performance evaluations, shall be made publicly available except as required under state and/or federal law.

### **Section 6.**

The Union shall be provided access to bargaining unit member personnel files with the written consent of the individual Employee. A copy shall be provided upon request.