

WAWU'S PROPOSAL RE PERSONNEL FILES
2/12/24

Article 10 Personnel Files

- 10.1. Maintenance of Personnel Files.** The University will maintain in the Human Resources Department one (1) personnel file which will be the official record of employment for each ESE. In addition to the official personnel file, the University may maintain, as needed, additional employee files relating to ESEs including supervisory files, payroll files and medical files.
- 10.2. Disciplinary Documents and Performance Evaluations.** ESEs will be provided with a copy of disciplinary documents or performance evaluations that are placed in their personnel file within five (5) business days of their insertion.
- 10.3. Review of Personnel Files.** ESEs shall have the right to examine all materials contained in their personnel file. The Union shall be permitted to review personnel files with the written consent of the individual ESE. All file reviews shall be in the presence of a Human Resources representative during business hours. The personnel file shall be made available for review within five (5) business days of the request. Upon request, the ESE shall be provided a copy of any materials in their personnel file. The University may charge a fee, equivalent to what the University charges for a public records request, for copying any materials beyond the first copy requested by the ESE or their representative.
- 10.4. Requests for Removal of Material.** ESEs will have the right to request the removal or correction of material that the ESE believes to be false, frivolous, irrelevant, or to have been improperly included in their personnel file. The AVP of Human Resources or designee will provide a written response approving or denying any such request within ten (10) business days of its receipt. ESEs may also attach a concise rebuttal statement to any item in the files.
- 10.5. Grievance Files.** 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.
- 10.6. Confidentiality.** All materials in the personnel file of an ESE, including supervisory job performance evaluations, shall be confidential except as required to be publicly available under State and/or Federal law.
- 10.6.1.
- 10.7. Employment Verification.** Upon the ESE's written request/release, the University will respond to employment verification inquiries within five (5) business days of the request.
- 10.8.**