

## ARTICLE 9

### PERSONNEL FILE

- 9.1 One (1) official personnel file shall be maintained for each employee in an office designated by the President for that purpose. The term "personnel file" as used in this Agreement shall refer to the one (1) official personnel file.
- 9.2 An employee may request an appointment for the purpose of inspecting their personnel file. Such request shall be honored subject to reasonable conditions relating to time and place.
- 9.3 An employee may be accompanied by a person of their choice when inspecting their personnel file.
- 9.4 An employee may submit a rebuttal statement to material in their personnel file which shall be placed in the employee's personnel file.
- 9.5 If, after examination of their records, an employee believes that any portion of the material is not accurate, relevant or complete, the employee may request in writing to the President correction of the record. The request shall include a written statement by the employee describing corrections that the employee believes should be made, and the facts and reasons supporting such request. Such request shall become part of the personnel file, except in those instances in which the disputed material has been removed from the file.
- 9.6 Within twenty-one (21) days of an employee's request for correction of the record, the President shall notify the employee in writing of their decision regarding the request. If the President denies the request, the President shall state the reason(s) for denial in writing, and this written statement shall be sent to the employee. If the President grants the request for correction of the record, however, the record shall be corrected. The employee shall be sent a copy of the corrected record and a written statement that the incorrect record in question has been permanently removed from the employee's personnel file.
- 9.7 Personnel recommendations or decisions relating to the promotion, retention, termination or any other personnel action of a disciplinary or pre-disciplinary nature shall be based primarily on material contained in the employee's personnel file and open to the employee's inspection. If a personnel recommendation or decision is based on any reasons not contained in the employee's personnel file, the party making the recommendation or decision shall commit those reasons to writing, and the written statement of those reasons shall become part of the employee's personnel file. The employee shall receive a copy of any material which could lead to a personnel action at least five (5) days prior to placement in the personnel file.

- 9.8 An individual employee's attendance and payroll records maintained separately from the personnel file may be reviewed by the employee upon request.
- 9.9 An employee shall have the right of access to reports, documents, correspondence, and other material officially maintained in their campus personnel file. Employees shall have the right of access to pre-employment materials only in the instance when such material is used in a subsequent personnel action.
- 9.10 The employee shall, within four (4) days of their written request, be provided an exact copy of all or any portion of materials in the employee's personnel file. The employee shall bear the cost of duplicating such materials.