

ARTICLE 13

PERSONNEL FILE

13.1 Only one (1) official personnel file will be maintained for each employee in the campus Human Resources office.

- a. An employee shall have the right to inspect their personnel file by making an appointment at the Human Resources office during regular business hours.
- b. Upon written request an employee may request a copy of any written materials in the personnel file and a copy will be provided in a timely manner.
- c. The employee may be required to bear the cost of duplicating materials where the request is for more than 50 pages, unless the request is for copies of documents relating to a grievance. Documents relating to a grievance shall be provided free of charge irrespective of the number of pages requested.

Costs of duplication may be waived by the campus, but where a charge is made for duplication, the cost shall be at the Public Records Act rate of 0.10 cents per page.

13.2 If a campus decides to convert employee personnel files to an electronic format, it shall ensure that:

- a. A log (including, but not limited to, name, date and purpose) shall be maintained to record all access to an employee's personnel file by any non-Human Resources employee or by a Human Resource employee for the purpose of making a personnel decision/recommendation; and
- b. The data is maintained on a password-protected, secure system.

13.3 Personnel recommendations or decisions relating to any personnel action(s), 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. If a personnel recommendation or decision is based upon any other written materials, the CSU shall provide a copy of such material to the

employee in a timely manner, prior to the placement of such material in their personnel file.

- 13.4 Employees shall not have access to pre-employment materials, except in instances when the material is used in subsequent personnel actions.
- 13.5 Attendance and payroll records of an individual employee maintained separately from the personnel file may be inspected and copied in accordance with the provisions of Sections 13.1 a-d and 13.2 of this Article.
- 13.6 Upon an employee's written request, written reprimands and/or documents relating to any disciplinary action related to workplace violence, discrimination, harassment or retaliation more than five (5) years old contained in an employee's personnel file shall be removed, provided that the employee has no other written reprimand or discipline in the personnel file for the same issue(s) or offense.
- Upon an employee's written request, written reprimands and/or documents relating to other issues more than three (3) years old contained in an employee's personnel file shall be removed, provided that the employee has no other written reprimand or discipline in the personnel file for the same issue(s) or offense.
- 13.7 Employees' personnel files shall be held in strict confidence and shall be subject to inspection only by persons with official business.
- 13.8 An employee shall be provided with a copy of any letters of commendation placed in their personnel file within fourteen (14) days of such placement.
- 13.9 If, after examination of their records, an employee believes that any portion of the material is not accurate, the employee may request in writing to the campus Human Resources office correction of the record.
- 13.10 Within twenty-one (21) days of an employee's request for correction of the record, the campus Human Resources office shall notify the employee in writing of their decision regarding the request.

- a. If the campus Human Resources office denies the request, Human Resources shall state the reason(s) for denial in writing, and this written statement shall be sent to the employee.
 - b. If the campus Human Resources office grants the request for correction of the record, 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.
- 13.11 An employee may submit a rebuttal statement to material in their personnel file which shall be placed in the employee's personnel file.
- 13.12 The classification/reclassification of a position to which an employee is assigned shall not be considered a personnel recommendation or decision as defined above.