

**ARTICLE 14**  
**PERSONNEL RECORDS**

**14.1 PERSONNEL RECORDS**

- A. The University will determine the location of personnel records. There will be only one (1) official personnel file that will be located in Human Resource Services. Medical information will be kept separate and confidential.
- B. An employee will be provided a copy of University initiated documents related to wages, hours, and working conditions (including performance) that are inserted into the personnel file.
- C. Unless mutually agreed to by the University and the employee and his/her official Union representative, no material will be entered into the personnel file more than one (1) year after its creation.
- D. Medical records will be kept in a separate and confidential file in accordance with state and federal law. Personnel, and other records containing personal information and/or information pertaining to the employee's performance, including those electronically generated, will be maintained, accessed, and used only in the scope of official University business. An employee's Social Security number will not be disclosed except as required to conduct official University business.
- E. Supervisor files are those files kept by any management personnel in an employee's direct line of supervision. These files are for the purpose of documenting an employee's performance and on the job behaviors. Document(s) contained in these files will be destroyed no later than twelve (12) months following the date the document(s) was/were created.
- F. An employee may arrange to examine his/her own personnel records and if done during the employee's work hours, will be subject to prior supervisory approval. A reasonable effort will be made to release the employee as soon as possible. An official Union representative will be granted access to the personnel records upon written authorization from the employee. The employee and/or his/her 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 Human Resources and Benefits Services personnel.
- G. An employee or his/her official Union representative contesting information in the employee's personnel records may insert rebuttal or refuting documentation.
  - H. An employee may submit information relating to his/her job skills, work performance, or related educational achievements to his/her supervisor.
  - I. Information in the personnel records relating to employee performance will be immediately removed and given to the employee in situations where the employee is exonerated, where the information is found to be false, or when legally ordered to do so.
  - J. Written corrective actions will, upon approval of the Appointing Authority, be removed from an employee's personnel file after two (2) years if:
    - 1. Circumstances do not warrant a longer retention period. If circumstances warrant a longer retention period the University will provide written explanation to the Union and the employee, identifying the time frame of the longer retention period; and
    - 2. There has been no subsequent discipline; and
    - 3. The employee submits a written request for its removal.
  - K. Records of disciplinary actions will be considered a permanent part of the employee's personnel file. However, after five (5) years without a reoccurrence of disciplinary action, an employee may submit a written request to the Appointing Authority, for disciplinary letter(s) and attachments to be removed from the personnel file. If circumstances do not warrant a longer retention period, the University will remove the documents and return them to the employee, if requested. If the request is denied the University will provide written explanation to the Union and the employee.
  - L. Upon the employee's written request/release, the University will respond to employment verification inquiries.
  - M. The University may charge a reasonable fee for copying any materials beyond the first copy requested by the employee or his/her designated representative.