

**UNIVERSITY PROPOSAL
10-16-24**

ARTICLE XX

PERSONNEL RECORDS

Section 1. A personnel records is any record kept by the University that identifies an employee to the extent that the record is used or has been used, or may affect or be used relative to that employee's qualifications for employment, promotion, transfer, additional compensation or disciplinary action. Personnel records shall include but are not limited to records documenting an employee's employment, such as appointment letters, payroll records, disciplinary action, and other work evaluations or their equivalent.

Section 2. Employees shall have the right to examine and copy all of their personnel records. The University shall make such records available within a reasonable time, but no later than five (5) business days after an employee's request to review such records. An employee shall be given a copy of their personnel records within five (5) business days of submission of a written request for such a copy to the University.

Section 3. Employees shall have the right to request removal or correction of any factually incorrect material from their personnel record. The University shall correct any such factual errors or shall remove the factually incorrect material within seven (7) business days of the employee's request. "Factually incorrect material" may include misspelled names, incorrect date of birth, incorrect degree received or other objectively verifiable information but in no event shall "factually incorrect material" include statements of opinion, performance evaluations or other statements that may involve more than one interpretation.

If there is a disagreement with any information contained in a personnel record, removal or correction, the employee may submit a written statement explaining the employee's position which shall become a part of such employee's personnel record.

Section 4 Grievance documents and related materials involving an employee shall not be considered personnel records under this Article. No reference to any grievances shall be placed in an individual's personnel record.

Section 5. Employees shall be notified within seven (7) business days of any information to the extent that the information is, has been used or may be used, to negatively affect the employee's qualification for employment, promotion, transfer, additional compensation or the possibility that the employee will be subject to disciplinary action.

Section 6. All personnel records shall remain confidential. Neither the University nor the Union shall make any material public without the employee's written consent, unless due to subpoenas or other legal process.