

## ARTICLE 30 – PERSONNEL FILES

- 30.1 Official Personnel File. The University shall maintain only one (1) official personnel file for each employee. The Human Resources Services office shall maintain the official personnel file. This shall not preclude the maintenance of all lawful payroll, benefits, medical and computer records by the University or the supervisor's working file.
- 30.2 Employee Right to Review. Each employee shall have the right to review the entire contents of his/her personnel file. Such review shall be in the presence of a Human Resources Services representative during business hours. During the review, an official or representative of the Union may be present. The employee may request a copy of any material in the file. Employees may not alter any documents in their personnel file. With employee and/or such authorization as is required by law, a Union representative may review an employee's file.
- 30.3 Copies of Personnel File Material. Employees shall be provided a copy of all material relating to discipline or performance that is placed in their personnel file, except employee-initiated material.
- 30.4 Written Rebuttals. An employee may, at any time, submit for inclusion in the personnel file, a written rebuttal or comment regarding performance related materials, including disciplinary matters, placed in his/her file.
- 30.5 Removal of Material. An employee may request that the Appointing Authority remove material that he/she believes to be false, frivolous, irrelevant, or to have been improperly included in the personnel file. All adverse material or information related to alleged misconduct that is determined to be false, and all such information in situations where the employee has been fully exonerated of wrong doing, shall be promptly removed from the personnel file.
- Information may be retained if the employee requests that the information is kept in their file; or the information is related to pending legal action or legal actions may reasonably be expected to result.
- 30.6 Public Disclosure. When documents contained in an Employee's official personnel file are subject to a public disclosure request under RCW 42.56, the University shall notify the employee of the request at least seven (7) days in advance of the intended release date in advance of the release date. On the employee's request the University will provide a copy of the public disclosure request.
- 30.7 Supervisor Working Files. Supervisors may keep working files regarding employees. Material in a working file will not be retained in the supervisory file beyond the employee's next scheduled or required performance evaluation.
- 30.8 Medical Information Files. Any health and medical information which is obtained by the University must be maintained in a separate, confidential file. Information included in this file will be maintained, accessed and used only in the parameters of University business.

- 30.9 Upon request, the Union or the affected employee will be provided with copies of documents contained in the supervisor working file.
- 30.10 The University may charge a reasonable fee for copying any materials beyond the first copy.