

## ARTICLE 5

### PERSONNEL FILES

- A. The personnel file of each unit member shall be maintained by the Superintendent. The Superintendent shall not base any adverse action against a unit member upon materials, which are contained in such unit member's personnel file unless the materials had been placed in the file at the time of the incident. The unit member and the supervisor and/or appropriate administrator shall sign, print name, and date the document in acknowledgment of the placement of the material in the file.
- B. Unit members shall be provided with copies of any derogatory written material before it is placed in the unit member's personnel file. The unit member shall be given an opportunity during normal working hours and without loss of pay to initial and date the material and to prepare a written response to such material. The written response shall be attached to the material.
- C. Unit members shall have the right at any reasonable time without loss of pay to examine and/or obtain copies of any material from the unit member's personnel file with the exception of material that includes ratings, reports, or records which were obtained prior to the employment of the unit member involved.
- D. All personnel files shall be kept in confidence and shall be available for inspection only to other unit members of the Superintendent when actually necessary in the proper administration of the Superintendent's affairs or the supervision of the unit member. The Superintendent shall keep a log indicating the persons who have examined a personnel file as well as the date such examinations were made. Such log and the unit member's personnel file shall be available for examination by the unit member or his/her CSEA representative if authorized by the unit member. The log shall be maintained in the unit member's personnel file.
- E. Any written materials placed in a personnel file shall indicate the date of such placement and initial of person placing such item in the file.