

ARTICLE \_\_\_\_

**PERSONNEL FILES**

1. The Human Resources office will house all documents pertaining to bargaining unit members. The payroll office may hold partial files or copies of documents, which are necessary for the orderly flow of payroll office work. The Human Resources files will be the only official employee files containing a complete set of original documents. Material that is defamatory or anonymous shall not be included in the personnel file.
2. The faculty member shall initial and write the date of initialing on all documents to indicate that he/she has seen the documents. Initialing a document shall not mean that the employee agrees with the contents of the document. An employee shall have the right to attach comments and/or a rebuttal to any document placed in his/her personnel file.
3. An employee shall have the right to view his/her personnel file with or without union representation and to have material in the personnel file reproduced for his/her use.
4. All materials in the personnel file of an employee shall be confidential and shall not be subject to publication. Nothing in this Article shall be deemed to prohibit the disclosure of materials contained in any personnel file to the extent that such disclosure is necessary for the purpose of complying with the requirements of any audit or like inquiry conducted by any state or federal governmental agency or for the purpose of complying with the requirements of any audit, inquiry or examination conducted by any accrediting agency.