

**ARTICLE 17  
PERSONNEL FILES**

**Section A. General.**

There shall be only one (1) official personnel file maintained on each employee in the Representational Units covered by this Agreement. Under no circumstances shall an employee's medical file be contained in the employee's personnel file; however, records of personnel actions based upon medical information may be kept in personnel files.

**Section B. Access.**

Access to individual personnel files shall be restricted to authorized management personnel, the employee and/or a designated Union Representative when authorized in writing by the employee. An employee shall have the right, upon request, to review his/her personnel file at reasonable intervals. An employee may be accompanied by a designated Union Representative if the employee so desires. An employee who requests in writing one (1) or more additional reviews shall state the purpose thereof. File review shall normally take place at the location of the personnel file and during the Employer's normal work hours. If a review during normal work hours would require an employee to take time off from work, the Employer will provide some other reasonable time or place for the review. As an alternative to rearranging the time or place for employee review, employees may designate, in writing, a Union Representative to conduct such review. Upon employee request, the Employer shall make and furnish a copy of documents, or parts of documents, to the employee or the designated Union Representative. The Employer may charge a reasonable fee representing actual lowest cost for

providing a copy of information in the personnel file.

Employees have a right to review their personnel records within a reasonable period of time from the date of request. As such, the Employer commits to provide access as expeditiously as possible. In the event the personnel file is not present at the employee's work location, it is the Employer's intent to make the file available in a reasonable period of time.

The parties recognize that some records which were to be expunged must be maintained for legal and audit reasons. Access to such files is restricted for purposes of legal matters and audits. The Employer agrees that these files shall be sealed.

### **Section C. Employee Disagreements.**

An employee may request the Employer to correct or remove information from the employee's personnel file with which the employee disagrees. Such request shall be in writing, shall specify with particularity that record, or part of a record, with which he/she disagrees, and how the employee proposes to correct the record. The Employer shall either correct or remove such disputed information or deny the employee request in writing. In the absence of an agreement between the Employer and the employee, the employee may file a grievance and/or submit a written statement to the Employer explaining the disagreement, which statement in combination with any other such written explanatory statement shall not exceed five (5) sheets of 8-1/2-inch by 11-inch paper. Such employee statement(s) shall remain in the personnel file as long as the original information, with which the statement reports disagreement, is a part of the file.

**Section D. Employee Notification.**

A copy of any disciplinary action or material related to employee performance which is placed in the personnel file shall be provided to the employee (the employee so noting receipt, or the supervisor noting employee refusal to acknowledge receipt) or sent by certified mail (return receipt requested) to the employee's last address appearing on the Employer's records.

**Section E. Non-Employment Related Information.**

Detrimental information not related to the employee's employment relationship shall not be placed in the employee's personnel file.

**Section F. Confidentiality of Records.**

This Article shall not be construed to expand or diminish a right of access to records as provided in The Freedom of Information Act (Act 442 of the Public Act of 1976), or as otherwise provided by law.

The Employer will not release an employee's final disciplinary action record to other than the authorized representative(s) of the Employer or the designated Union Representative with the employee's written permission, unless the Employer furnishes the employee with written notice of such release on or before the day the information is released. Such notice shall be provided to the employee by first-class mail at the employee's home-of-record, or at the work location.

This provision shall not prohibit the Employer from releasing such information where:

1. The employee has waived the right to written notice as part of a written, signed employment application with another Employer; or

2. The disclosure is ordered in a legal action or arbitration to a party in that legal action or arbitration; or

3. The information is requested by and provided to a government agency as a result or a claim or complaint by an employee with such government agency.

When the Employer receives a request from an individual submitted under the Freedom of Information Act (Act 422 of Public Acts of 1976) for a Bargaining Unit member's personnel file, or information contained in the personnel file, the Employer shall notify the employee of such request prior to the release of the information.

### **Section G. Expunging Records.**

Upon employee request, records of disciplinary actions/interim service ratings shall be removed from an employee's file twenty-four (24) months following the date on which the action was taken or the rating issued, provided that no new disciplinary action/interim service rating has occurred during such twenty-four (24) month period. Written reprimands, counseling memoranda, performance reviews, and satisfactory service ratings shall similarly be removed twelve (12) months following the date of issuance provided no new written reprimands, counseling memoranda or less than satisfactory service rating has been issued during such twelve (12) month period. At the employee's or Union's request, early expungement may occur at the Employer's discretion for Records of Disciplinary Action/Interim Service Ratings, Written Reprimands, Counseling Memoranda, Performance Reviews or Satisfactory Service Ratings. Expunged documents shall be provided to the employee at the request of the employee. These provisions shall not prohibit the Employer from maintaining records of disciplinary action arising out of violations of prohibited practices as

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defined in the Civil Service Rules and Regulations. The provisions of this Section shall apply retroactively. Any record eligible to be expunged under this Section shall not be used in any subsequent hearing concerning the employee.

For purposes of computing time for expunging records under this Section only actual work time shall be counted.

The Employer agrees that when employees have submitted written request for expungement of disciplinary records in accordance with this Article, the Employer will not retain such request after expunging the record.

When an employee has requested expungement of a record in accordance with this Article, the Employer will take appropriate steps to have copies of such record removed from local office files.

The parties intend that disciplinary actions which are expunged in accordance with this Article shall be expunged from the computerized Employee History Record (Human Resources Management Network [HRMN] system). However, the parties acknowledge the benefit of maintaining a seniority record which accurately reflects the actual hours worked by the employee. Therefore, where a disciplinary record is to be expunged but the employee is not contractually entitled to be credited with service hours for the period of the disciplinary action, the Employer may enter a comment in the Employee History Records (HRMN system) which notes the appropriate adjustment of the employee's hours for purposes of seniority.

### **Section H. Confidentiality of Medical Records.**

To insure strict confidentiality, medical reports and records made or obtained by the Employer relating to an employee shall not be

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contained in nor released in conjunction with, the employee's personnel file. Only authorized representatives of the Employer, the employee, and Union Representatives authorized by the employee in writing, shall possess or have access to such employee medical reports or records, including records prepared by a private physician, rehabilitation facility, or other resource for professional medical assistance.

This provision shall not prohibit the Employer from placing information in the employee's medical file which reflects Employer-initiated correspondence with a medical practitioner, or the employee, regarding diagnosis, prognosis, and fitness for employment, or absences from work associated therewith, nor from placing copies of records and reports containing conclusions by the Employer concerning the employee's fitness for duty based upon proper medical records and reports. This file may be reviewed by the employee and/or the employee's representative in the same fashion as the personnel file.

The Employer shall not be prohibited from furnishing or otherwise releasing medical records or reports pertinent to the grievance made or obtained by the Employer where such release is specifically required to process a grievance which involves the use or interpretation of such reports or records by the Employer, to a legal action or arbitration, or to a complaint or claim filed with a government agency by an employee.