

Article 23: Personnel Files

23.01 The Employer shall maintain one (1) official version of the personnel file for each member which shall contain only material pertaining to the employment of that member. This file shall be the only file used in decisions respecting any and all terms and conditions of employment of the member, and may be in electronic form. The onus to ensure the security of the personnel file is on the Employer. For the purpose of this Article, new documentation that is being generated in such processes as reappointment and tenure consideration is not deemed to be part of the file until the process moves to the next level or, if at the final level, until it is completed. In the case of disciplinary material, the provisions of Article 29 and Article 23.08 shall apply, and the material shall not be kept in electronic form as long as it is being held in a temporary segregated file as per Article 29.08.

- a) Members shall be sent a copy of any material added to their personnel file at the time of filing. The material shall clearly indicate that it has been put in the personnel file.
- b) With the consent of the member the Dean may permanently remove any material from the personnel file. That material shall be returned to the member.
- c) Correspondence from members pertaining to their employment shall be placed in their personnel file unless they clearly indicate that they do not wish the material to be placed in the file, or if it relates to matters being dealt with under Article 29.
- d) Custody of all personnel files shall be by the member's Dean, although copies of some or all of the materials in the official personnel file of each member may be kept within a member's academic unit provided that the member is so informed, and an inventory of specific materials forwarded from the official personnel file is contained in the official file itself.
- e) All items placed in a member's personnel file shall be date-stamped at the time of receipt by the Dean's office. A member may insert into the file a signed list of the file's contents and may update this list annually. If an electronic file exists, it shall have a table of contents and the paper version of the file shall be available in security protected archives in case an original signed document is required for a formal process.

23.02 In accordance with the Provincial Law on access to information, a member or a duly authorized representative of a member is entitled to examine the member's official personnel file during normal business hours, in the presence of an authorized person. The member shall not be allowed to remove the personnel file or any part thereof from the office of the Dean.

23.03 The member shall have the right to have included in the official file written comments on any of the contents of the file.

- 23.04 Any factually false or inaccurate information shall be removed from the personnel file or corrected.
- 23.05 The member shall, on written request and at the member's expense, obtain a copy of any documents to which she or he has the right of examination.
- 23.06 Access to the member's file shall be restricted to the member or the duly authorized representative, and to a limited number of duly authorized representatives of the Employer. The Dean shall send to the Association the list of those with authorized access by October 1 of each year. The file shall contain a record of all other persons granted access with the date and the reason for the request.
- 23.07 No anonymous material shall be kept concerning any member. Aggregate statistical information will not be considered anonymous material in the interpretation and application of this article.
- 23.08 The Employer shall remove from the file any letter of warning or concern issued in accordance with Article 29, and the associated documentation, after a period of two (2) years has elapsed from the date on the letter of warning or concern, provided no further letter of warning or concern has been issued.