

SECTION 47

HUMAN RESOURCE FILES

- 47.01 During normal working hours, and in the presence of a member of Human Resources, every staff member has the right to access the staff member's Human Resource file once a year and in the event of a grievance or disciplinary action. Every staff member shall be entitled, on request, to a copy of any material in the staff member's Human Resource file.
- 47.02 There shall be space for the staff member to initial each document included in the Human Resource file, to indicate that the staff member has seen the document. The staff member's initial or signature shall in no way be taken to indicate concurrence with the content of the document.
- 47.03 Each staff member is entitled to have comments relating to documents in the Human Resource file added to the file.
- 47.04 All information pertaining to interview records, reference checks, or confidential information related to a diagnosis or prognosis concerning either a staff member's eligibility for LTD Insurance or the staff member's participation in any behavioral health program shall be treated in a confidential manner.
- 47.05 A staff member who has been subjected to disciplinary action may, after twenty-four (24) months of continuous service from the date the disciplinary action was involved, request that the Human Resource file be purged of any record of the disciplinary action. Such request will be granted providing:
- (a) the staff member's file does not contain any further record of disciplinary action during that twenty-four (24) month period, and
 - (b) the disciplinary action is not the subject of an unresolved grievance.

For the purposes of this Section, "service" includes vacation leave, illness leave, and learning assignments but does not include long term professional development, four-for-five leave, LTD, or leave without pay.

- 47.06 The staff member will be informed of any correspondence of a disciplinary nature that the Employer wishes to place on the staff member's Human Resource file. When a notation of discipline is made against the record of a staff member, the staff member will be furnished with a copy.
- 47.07 The Human Resource file referred to in this Section and all relevant documentation and evidence to the specific situation in question, brought forward in a timely manner will be considered in a discipline situation.