



Human Resource Services

Contract Facts: Issue 3

Personnel Files: Derogatory Materials

This issue addresses all bargaining units.

The Personnel Files: Derogatory Materials article has been the most grieved article in the 1998/99 and 1999/2000 school years. In order to place derogatory material, such as letters of reprimand, into an employee's personnel file, the following contract provisions should be adhered to:

- **SCTA:** Article 10.2.1 – “Documents of derogatory, critical and/or negative nature from whatever source shall not be filed for fourteen (14) calendar days so that the employee shall have been given notice and an opportunity to review the material and comment thereon”
- **SEIU, CSA, and Teamsters:** Article 15.2.1: “Documents of derogatory, critical or negative nature shall not be filed unless and until the employee is given a copy of the material and the opportunity to review the material and to file a written comment about said material. The document or material may be filed on the tenth (10th) working day following the date the employee was notified of its existence”
- **Tag Line:** The following should be noted on all letters of reprimand or concern that are to go in an employee's personnel file: **This document will be placed in your personnel file. If you wish to respond to this document in writing, you may do so within fourteen (14) calendar days for SCTA and ten (10) working days for SEIU, CSA and Teamsters following the date you were notified of its existence. If you submit a written response, it will be attached to this document and placed in your personnel file.**

If you have any questions about this information, please contact Human Resource Services.