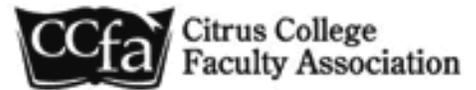


10 May 2017



To: All CCFA Unit Members
From: CCFA Negotiating Team
Re: Contract Highlights, Article 14

Fellow Faculty,

Article 14—Personnel Files

This article describes Unit Member personnel files, their contents, and to some extent, the purpose. It starts with a fairly clear statement, in 14.1, regarding “adverse action” (i.e. discipline) stating that any such action cannot be taken based on materials “which are not contained in the Unit Member’s personnel file.” Thus, knowing what is in one’s file is exceedingly important. Key Points:

14.2:	<ul style="list-style-type: none">• Each Faculty member shall have only one personnel file (only one file on which adverse action can be based).• The Superintendent/President (or his/her designee) shall have full access to the file.• The Unit Member shall have full access to his/her file <i>except</i> to anything submitted in confidence prior to employment.• Association representatives may inspect a Unit Member’s file with the written permission of the Unit Member. Any such permission shall be given only on a one-time basis.• A log will be kept of all personnel file inspections.
14.3:	<ul style="list-style-type: none">• Information in one’s personnel file shall not be released except to persons authorized in 14.2.• Copies of information contained in the file shall not be made except with the Unit Member’s one-time written permission.• Anything in one’s personnel file must be signed by the originator and a copy must be given to the Unit Member that indicate the original is being placed in the file.
14.4:	<ul style="list-style-type: none">• Unit Members have the right to answer any material placed in their file.• Any such answer shall be attached to the file copy.• Unit Members have the right to grieve information placed in their files if they believe it is incorrect or erroneous.• Such a grievance shall be to have the information in the file corrected or removed.

Article 14.5 states Unit Members have the right to add material to their personnel file if they believe it has a bearing on their position as a Unit Member. 14.6 importantly states that, after two years, derogatory information may be removed. However, this requires mutual agreement between the Unit Member and the Superintendent/President.

If you’ve never looked in your personnel file, perhaps you should. It is your right.

Yours in Unity,

-CCFA Negotiating Team