



## 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:

§ 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 . . . ”

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