

# Association of University and College Employees

September 16, 1976

## 23.01 Employee Files

"Document" refers to any document, letter, report, etc.

Each employee shall have access to all her/his personal files. The employee shall have the right to insert written comment to any document. On written request the employee shall be provided with copies of any such personal material providing she/he pays the cost of copying.

The University shall inform an employee of any reports received which cause or may cause the employee to suffer:

- (a) termination of employment,
- (b) restriction of opportunity of promotion, OR
- (c) restriction of opportunity of future employment.

Any employee so affected shall be given the opportunity to reply in writing, and/or have recourse through the grievance procedure.

Should the accuracy of an entire document or part thereof be disputed and successfully grieved, said document, or part thereof, shall be removed from all files and destroyed by the employee concerned in the presence of both parties.

---

For the University  
W. L. Clark

---

For the Union  
Jean Lawrence