

ARTICLE XII - EVALUATIONS AND PERSONNEL FILES

A. Evaluations

Employees may be evaluated by the Employer annually prior to July 1. Evaluations are for constructive employee development and are not considered discipline. Employees will be given a copy of any evaluation and may append their own comments to it and/or discuss it with their supervisor.

B. Personnel Files

1. *One File.* An official personnel file will be maintained for each employee and will contain the official personnel documents, not including confidential medical or grievance documents. Anonymous material will not be made part of the personnel file unless it has been corroborated.
2. *Access and Response.* Employees will have access to their own personnel file upon request to the President or his designee and may have copies of any material included in the file. And, employee will be allowed to comment in writing on any material in his or her file and the comment will be appended to and become a part of the file.