

SEIU LOCAL 521 PROPOSALS TO Kern County

SEIU RESERVES THE RIGHT TO MODIFY, DELETE OR ADD TO THE FOLLOWING PROPOSALS

Article III Section 5

Official County Personnel Files

- A. An employee may review or authorize his/her/their designated representative to review their personnel file at the Kern County Human Resources Division upon signed written request within 3 business days.
- B. The County reserves the right to charge an appropriate fee for duplication of records in the employee's personnel file.
- C. Written Reprimands and/or counseling memos that are not relevant to the current annual evaluation period, and not part of a recurring pattern within the last 1224 months, shall not be referenced in annual employee performance reports.
- D. Any documentation placed in personnel files must be given to employee for acknowledgement.