



Five things you should know about your personnel file

1. Am I entitled to look at my personnel file?

Yes. Contact HR (Human Resources) to arrange a time to

view your file. If a private room isn't available, you can use the carrel (a desk with high sides that provide privacy) across from the HR receptionist. HR recently added this carrel as a result of privacy concerns expressed by the CEU and some members.

2. Can the employer place an adverse document in my file without my knowledge?

No adverse documents can be placed in your file without your knowledge, except for your Employee Performance Appraisal. In fact, the employer can't use any document in a grievance or arbitration involving discipline, which was not brought to your attention previously.

3. Does the employer keep other files on employees?

Yes, but the file in HR is the only record on you that can be used in disciplinary or other measures taken against you. Any other adverse document that a

manager may have in his or her file on you, can't be used against you in discipline, or be admitted as evidence in an arbitration hearing.

4. Who can see my file?

The only people who can see your file without your written consent are:

- Superiors in direct line of supervision
- Your departmental director or his or her assistant
- The equivalent people in another department into which you have requested a transfer or a promotion, provided you are being considered for such a move

5. Do adverse documents stay in my file forever?

Article 28.10 of the collective agreement says that any adverse document on your personnel file, except for your Employee Performance Appraisal, will be removed after two years from the date of issue, as long as "...there has not been a further infraction relating to the same matter."

If you see something in your personnel file that concerns you, contact your shop steward for assistance.