



County of Solano  
&  
IUOE – Stationary Engineers, Local 39  
2022 Contract Negotiations  
8/15/22  
Local 39 Proposal # 32

Local 39 reserves the right to alter, amend, modify, add to or subtract from the foregoing proposals as may be required during the course of negotiations.

22.5 Personnel Files

The official personal history file for each County employee shall be maintained by the Human Resources Department. An employee, or his/her/their representative, shall have the right to review the employee's official personal history file and any electronic Personnel Action Requests (“ePAR’s) in Human Resources by scheduling a specific date and time, with the Human Resources staff. The employee's representative must present written authorization from the employee prior to reviewing the file.

A copy of any performance reviews, written reprimands, commendations or disciplinary actions placed in the employee's personal history file will be provided to the employee by the employee's department at the time the material is sent to Human Resources for placement in the official file. Any additional copies of documents from the employee's personal history file may be subject to reasonable charges in accordance with Human Resources Department and County policy. The employee may respond in writing through his/her/their department head to documents placed in the file. This response will be filed with the original document.

Except for the probationary reports and disciplinary actions, any negative performance-related material shall be removed from the employee's personnel file and destroyed within twenty-four (24) months from date of entry. Upon the employee's request adverse actions, and probationary reports may be removed by mutual agreement between a department head or designee and an employee.

Tentative Agreement: Date: \_\_\_\_\_

County: \_\_\_\_\_

Local 39: \_\_\_\_\_