



County of Solano
&
IUOE – Stationary Engineers, Local 39
2022 Contract Negotiations
9/19/22
Local 39 Proposal # 32

Union Counterproposal to County Rejection received 9/12/22

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.

When an employee receives a formal written reprimand from an appointing authority, the employee has seven (7) calendar days after receipt of the letter to file a written or oral response to the letter. The appointing authority may then modify, amend or revoke any part of the formal written reprimand. Unless revoked completely, the formal written reprimand as amended or modified by the appointing authority, along with any written responses, shall be placed in the employee's personal history file in the Human Resources Department. The written reprimand and response shall remain in the employee's personal history file for a period not to exceed three (3) years from the date the final reprimand was issued.

Upon the employee's request disciplinary actions and negative performance reviews may be removed from the employee's personnel file by mutual agreement between the employee's department head or designee, the employee, and the Director of Human Resources.

Tentative Agreement: Date: _____

County: _____

Local 39: _____