

**ATTENTION WESTCHESTER COUNTY CSEA  
UNIT 9200 MEMBERS!**

## **Personnel Files and Your Rights**

The management of Westchester County continues to follow a very disturbing and disruptive practice that potentially could have a derogatory and negative effect on every union member.

**PLEASE ENCOURAGE ALL OUR MEMBERS TO FREQUENTLY REVIEW THEIR PERSONNEL FILE (WITH THEIR UNION REPRESENTATIVE WITH THEM).**

On more than one occasion, when a member has asked to see their personnel file, they were showed a file that contained only their increment records and their original application. When asked to see the file that contained various disciplinary letters, they were told that access to that file was not allowed. After a call from the union office, we let them know in no uncertain terms that

**FOR ANY FILE KEPT ON AN EMPLOYEE;  
SAID EMPLOYEE HAS THE RIGHT TO REVIEW IT !!!**

**DO NOT LET ANYONE TELL YOU THAT THERE IS A FILE THAT YOU CANNOT SEE.**

According to our CSEA Unit 9200 contract, disciplinary memos (including unfavorable evaluations) can be removed from your file after 18 months. (Page 58, Article 12, Section 6) Additionally, if anything is put into your file that you did not see or did not have the chance to respond to, that item must also be removed if you request that it be removed. You also have the right to make copies of everything in your file.

Our complete current contract is now online on [www.csea9200.com](http://www.csea9200.com)

**IT IS IMPERATIVE THAT YOU REMOVE ANY DEROGATORY  
AND DATED DOCUMENTS**

Call your CSEA union office and we will explain the proper procedure to make the appointment to review your file. This is particularly important to those members that have been disciplined in the past and wish to have any items removed.

**IT IS UP TO YOU TO UPDATE YOUR FILE PERIODICALLY**

***Please post this on your work site CSEA bulletin board.***

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