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RNPA Proposal 6, September 21, 2023

Section 6.3 - Personnel Files

~~The County shall maintain a personnel file for each nurse. The Santa Clara Valley Health and Hospital System may also maintain a personnel file for each nurse. Nurses shall have the right to review their any personnel files or authorize review by their representative. No material will be inserted into the nurse's files ~~personnel file(s)~~ without prior notice to the nurse. Nurses may ~~cause to be placed in their personnel file(s)~~ ~~responses to~~ **respond to all** adverse material inserted **in their files.** ~~therein and a reasonable amount of correspondence originating from other sources directly related to their job performance.~~~~

Materials relating to suspensions which become final will be removed after ~~four (4)~~ **two (2)** years if no other suspensions have occurred during the ~~four (4)~~ **two (2)** year period except those involving charges as listed in A25- 301(a)(4) Brutality in the performance of duties and (b)(2) Guilty of immoral conduct or a criminal act.

Materials relating to suspensions may be removed from the nurse's ~~personnel~~ files earlier than the regular removal schedule by mutual agreement between the Union, the Office of Labor Relations and the CNO or their designee.

Materials relating to disciplinary actions recommended but not taken, or disciplinary actions overturned on appeal, shall not be retained in a nurse's ~~personnel~~ files.