


**ARTICLE 16: PERSONNEL RECORDS**

RAICES will permit employees to have access to their personnel records, subject to record retention policies, through Paycom or other software used by the employer. Formal disciplinary records are not accessible through Paycom. Human Resources will provide copies of an employee's formal disciplinary records to the employee upon receiving an e-mail request from the employee.

Tentatively Agreed to 6/21/23

  
For RAICES

  
For the Union