

ARTICLE 23: GENERAL PROVISIONS (continued):

Section 8. EXAMINATION OF PERSONNEL FILES

Employees shall have the right to examine their personnel file. Requests shall be at a reasonable time.

Section 9. All disciplinary letters and reprimands shall remain in the employee's work and personnel files. After three (3) years, if the employee has had no further infraction during that period, the infraction shall not be considered when rendering disciplinary action.

Section 10, LONGEVITY BENEFITS

Employees hired before ratification will receive a 2% longevity after every four(4) years up to the maximum of 24 years. Any employee hired after ratification shall receive longevity benefits as described below in a lump sum bonus based on the employee's hire date:

5 years	\$250
10 years	\$500
15 years	\$750
20 years	\$1,000
25 years	\$1,750