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2 **Article ___: Personnel Files**
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4 ~~The University-Oregon Tech~~ shall maintain official employment personnel and academic
5 personnel files for the bargaining unit members. Oregon Tech is responsible for the
6 security, custody, and retention of said files per related Oregon Tech standards and
7 applicable laws.
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9 **Section 1. Employment File.** A bargaining unit member’s official employment personnel
10 file shall be maintained by the Office of Human Resources (“OHR”) in digital and/or paper
11 form.
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13 The employment personnel file typically contains the following, as applicable, in paper or
14 digital form: application; resume and/or CV; official transcripts ; initial offer letter; notices
15 of appointment (annual); position descriptions, records of appointment changes; change
16 forms; documentation of salary rates and pay adjustments; letters of commendation; leaves,
17 documented verbal and written coaching; non-disciplinary letters of counsel; disciplinary
18 actions;, notices of non-renewal, retirement, or resignation; employment verification W-4;
19 direct deposit information.
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21 **Section 2. Academic File.** A bargaining unit member’s official academic personnel file
22 (also referred to at times as the evaluative file) is maintained by the Office of the Provost
23 in digital and/or paper form.
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25 The academic personnel file typically contains the following, as applicable, in paper or
26 digital form: copies of official transcripts; initial offer letters, CVs; annual performance
27 evaluations (“APE”); colleague evaluations, promotion-~~and tenure review final outcome~~
28 notification letters, reviews, tenure reviews, and other formal evaluations of faculty
29 performance, records of appointment changes; notices of non-renewal, retirement, or
30 resignation.
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32 Academic files may also contain letters of commendation; documented verbal and written
33 coaching (*e.g.*, letters of instruction; letter of expectation); non-disciplinary letters of
34 counsel; disciplinary actions; and similar documents.
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36 **Section 3. Access and Copies of Personnel Files.** A bargaining unit member may request
37 a copy of their own employment personnel or academic personnel file by contacting,
38 respectively, the OHR or the Office of the Provost. Should digital copies be established
39 and made available through a secure “self-service” online program, the bargaining unit
40 member will be directed where and how to access the respective file themselves.

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42 A bargaining unit member may request in advance a time during regular business hours to
43 inspect their employment personnel or academic personnel file, understanding that either
44 file may exist, in part or in full, solely in digital format and understanding that immediate
45 or instant access to ~~a~~ either personnel file is not reasonable. Such inspections shall be
46 supervised by a staff member of the OHR or the Office of the Provost, as the case may be,
47 and the bargaining unit member may be accompanied by ~~an Association~~ one (1)
48 representative of their choice.

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50 When scheduling a time to inspect either personnel file, the bargaining unit member should
51 alert the corresponding office as to whether the bargaining unit member will be
52 accompanied by ~~an Association~~ one (1) representative so that adequate spacing can be
53 arranged.

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55 **Section 4. Errors or Omissions.** The source of all material in both the employment and
56 academic personnel files shall be identified, and no unauthorized or anonymous materials
57 shall be contained in either personnel file. If a bargaining unit member believes that their
58 employment or academic personnel file contains errors of fact or omissions, the A
59 bargaining unit member may submit a written petition to remove or correct the errors of
60 fact or omissions, to the OHR or Office of the Provost, whichever applies, ~~for placement~~
61 ~~in either personnel file, documentation rebutting or explaining any document contained~~
62 ~~therein.~~

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