

## ARTICLE [x]. PERSONNEL FILES

Oregon Tech shall maintain official employment personnel and academic personnel files for the bargaining unit members. Oregon Tech is responsible for the security, custody, and retention of said files per related Oregon Tech standards and applicable laws.

### **Section 1. Employment File.**

A bargaining unit member's official employment personnel file shall be maintained by the Office of Human Resources ("OHR") in digital and/or paper form.

The employment personnel file typically contains the following, as applicable, in paper or digital form: application; resume and/or CV; official transcripts; initial offer letter; notices of appointment (annual); position description, records of appointment changes; change forms; documentation of salary rates and pay adjustments; ~~promotion and tenure letters, merit pay increases,~~ letters of commendation; leaves, ~~sabbaticals,~~ documented verbal and written coaching; non-disciplinary letters of counsel; disciplinary actions; notices of non-renewal, retirement, or resignation; employment verification W-4; direct deposit information.

### **Section 2. Academic File.**

A bargaining unit member's official academic personnel file (also referred to at times as the evaluative file) is maintained by the Office of the Provost in digital and/or paper form.

The academic personnel file typically contains the following, as applicable, in paper or digital form: copies of official transcripts; initial offer letters, CVs; annual performance evaluations ("APE"); colleague evaluations, promotion reviews, tenure reviews, and other formal evaluations of faculty performance, records of appointment changes; notices of non-renewal, retirement, or resignation.

Academic files may also contain letters of commendation; documented verbal and written coaching (e.g., letters of instruction; letter of expectation); non-disciplinary letters of counsel; disciplinary actions; and similar documents.

### **Section 2. 3 Access and Copies of Personnel Files.**

A bargaining unit member ~~may request~~~~shall have the right to~~ a copy of their own employment personnel ~~and/or~~ academic personnel file by contacting, respectively, the OHR or the Office of the Provost.

Should digital copies be established and made available through a secure "self-service" online program, the bargaining unit member will be directed where and how to access the respective file themselves.

\*OT-AAUP reserves the right to add to, modify, or amend proposals during the course of negotiations.

41 A bargaining unit member shall ~~be provided~~ ~~have the right to receive a~~ paper copy of a document  
42 not available in digital form at no cost to the bargaining unit faculty member.

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44 A bargaining unit member may request in advance a time during regular business hours to  
45 inspect their employment personnel or academic personnel file, understanding that either file  
46 may exist, in part or in full, solely in digital format and understanding that immediate or instant  
47 access to either personnel file is not reasonable. Such inspections shall be supervised by a staff  
48 member of the OHR or the Office of the Provost, as the case may be, and the bargaining unit  
49 member may be accompanied by ~~an Association~~ one (1) representative of their choice. When  
50 scheduling a time to inspect either personnel file, the bargaining unit member should alert the  
51 corresponding office as to whether the bargaining unit member will be accompanied by ~~an~~  
52 ~~Association~~ one (1) representative so that adequate spacing can be arranged.

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54 The examination of their files shall be consistent with conditions that protect the integrity of the  
55 files.

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57 **Section 45. Errors or Omissions.**

58 The source of all materials in the personnel file shall be identified. No unauthorized or anonymous  
59 materials shall be contained in the personnel file (OAR 580022-0075).

60 If a ~~faculty~~ bargaining unit member believes that his or her personnel or academic file contains  
61 errors of fact or omission,

62 ~~A bargaining unit~~ the member may submit, to the OHR or Office of the Provost, whichever  
63 applies, for placement in either personnel file, documentation rebutting or explaining any  
64 document contained therein. The ~~faculty~~ bargaining unit member may petition, in writing, to the  
65 OHR or Office of the Provost to remove or correct said information. The petition shall be added to  
66 the respective file. If ~~unfavorable~~ material is being added to a faculty's academic or personnel file, the  
67 responsible person/office in charge of the file shall notify the faculty member of the added material.