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2 **Article ___: Personnel Files**

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4 The University shall maintain official employment personnel and academic personnel files.

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6 **Section 1. Employment File.** A bargaining unit member’s official employment personnel
7 file shall be maintained by the Office of Human Resources (“OHR”) in digital and/or paper
8 form.

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

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18 **Section 2. Academic File.** A bargaining unit member’s official academic personnel file
19 (also referred to at times as the evaluative file) is maintained by the Office of the Provost
20 in digital and/or paper form.

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22 The academic personnel file typically contains the following, as applicable, in paper or
23 digital form: copies of official transcripts; initial offer letters, CVs; annual performance
24 evaluations (“APE”); colleague evaluations, promotion reviews, tenure reviews, and other
25 formal evaluations of faculty performance, records of appointment changes; notices of non-
26 renewal, retirement, or resignation. Academic files may also contain letters of
27 commendation; documented verbal and written coaching (*e.g.*, letters of instruction; letter
28 of expectation); non-disciplinary letters of counsel; disciplinary actions; and similar
29 documents.

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31 **Section 3. Access and Copies of Personnel Files.** A bargaining unit member may request
32 a copy of their own employment personnel or academic personnel file by contacting,
33 respectively, the OHR or the Office of the Provost.

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35 A bargaining unit member may request in advance a time during regular business hours to
36 inspect their employment personnel or academic personnel file, understanding that either
37 file may exist, in part or in full, solely in digital format and understanding that immediate
38 or instant access to a either personnel file is not reasonable. Such inspections shall be
39 supervised by a staff member of the OHR or the Office of the Provost, as the case may be,

*Oregon Tech reserves the right to add to, modify, or amend proposals during the course of negotiations.

40 and the bargaining unit member may be accompanied by an Association representative of
41 their choice.

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43 When scheduling a time to inspect either personnel file, the bargaining unit member should
44 alert the corresponding office as to whether the bargaining unit member will be
45 accompanied by an Association representative so that adequate spacing can be arranged.

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47 **Section 4. Errors or Omissions.** A bargaining unit member may submit, to the OHR or
48 Office of the Provost, whichever applies, for placement in either personnel file,
49 documentation rebutting or explaining any document contained therein.