

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 3. Access and Copies of Personnel Files.

A bargaining unit member shall have the right to a copy of their own employment personnel 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.

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

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

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51 The examination of their files shall be consistent with conditions that protect the integrity of the
52 files.

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54 **Section 45. Errors or Omissions.**

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

57 If a ~~faculty~~ bargaining unit member believes that his or her personnel or academic file contains
58 errors of fact or omission, A bargaining unit the member may submit, to the OHR or Office
59 of the Provost, whichever applies, for placement in either personnel file, documentation
60 rebutting or explaining any document contained therein. The ~~faculty~~ bargaining unit member
61 may petition, in writing, to the **OHR or Office of the** Provost to remove or correct said
62 information. If ~~unfavorable~~ material is being added to a faculty's academic or personnel file, the
63 responsible person in charge of the file shall notify the faculty member of the added material.