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Article ___: 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 descriptions, records of appointment changes; change forms; documentation of salary rates and pay adjustments; letters of commendation; leaves, 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 and tenure review final outcome notification letters, 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 may request 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 be provided a paper copy of a document not available in digital form at no cost to the bargaining unit member.

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

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
43 file may exist, in part or in full, solely in digital format and understanding that immediate
44 or instant access to 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 one (1) representative of their
47 choice.

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

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53 **Section 4. Errors or Omissions.** The source of all material in both the employment and
54 academic personnel files shall be identified, and no unauthorized or anonymous materials
55 shall be contained in either personnel file. If a bargaining unit member believes that their
56 employment or academic personnel file contains errors of fact or omissions, the member
57 may submit a written petition to remove or correct the errors of fact or omissions to the
58 OHR or Office of the Provost, whichever applies, to be placed in the file.. If material is
59 being added to a faculty's academic or personnel file, the responsible office shall notify the
60 member of the added material (e.g., a carbon copy noted on the material added or email
61 satisfies this requirement).