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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); records of appointment changes; change forms; documentation
16 of salary rates and pay adjustments; letters of commendation; leaves, documented verbal
17 and written coaching; non-disciplinary letters of counsel; disciplinary actions;, notices of
18 non-renewal, retirement, or resignation; employment verification W-4; direct deposit
19 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 reviews, tenure reviews, and other
28 formal evaluations of faculty performance, records of appointment changes; notices of non-
29 renewal, retirement, or resignation. Academic files may also contain letters of
30 commendation; documented verbal and written coaching (*e.g.*, letters of instruction; letter
31 of expectation); non-disciplinary letters of counsel; disciplinary actions; and similar
32 documents.
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34 **Section 3. Access and Copies of Personnel Files.** A bargaining unit member may request
35 a copy of their own employment personnel or academic personnel file by contacting,
36 respectively, the OHR or the Office of the Provost. Should digital copies be established
37 and made available through a secure “self-service” online program, the bargaining unit
38 member will be directed where and how to access the respective file themselves.
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*Oregon Tech reserves the right to add to, modify, or amend proposals during the course of negotiations.

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

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

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