

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.

