7 Section 1. Employment File 8 A bargaining unit member's official employmerstopeel file shall be maintained by the Office of 9 10 Human Resources ("OHR") in digital and/or paper form. 11 12 The employment personnel file typically contlain following, as applicable, in paper or digital 13 form: application; resume and/or CV; official traintsc initial offer letter; notices of appointment 14 (annual); position description, records of appeint changes; change forms; documentation of salary rates and pay adjustments; promotideraume letters, merit pay increases, letters of 15 16 commendation; leaves, sabbaticals, documentedarethwritten coaching; non-disciplinary letters of .22 The academic personnel file typically containing applicable, in paper or digital form: 23 copies of official transcripts; initial offer letter Vs; annual performance evaluations ("APE"); 24 colleague evaluations, promotion reviews, tenuies se and other formal evaluations of faculty 25 26 performance, records of appointment changeses of non-renewal, retirement, or resignation 27 Academic files may also contain letters of commendationmented verbal and written coaching 28 (e.g., letters of instruction; letter expectation); non-disciplinater of counsel; disciplinary 29 actions; and similar documents. 30 Section—2.3 Accessand Copies of Personnel Files. 31 32 A bargaining unit memberay requesshall have the right to 34

Should digital copies be established and amade ble through a secure "self-service" online

program, the bargaining unit member will be ted where and how to access the respective

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of the Provost.

file themselves.

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OT-AAUP Personnel File Proposal12/06/2019, 2/27/2020, 4/6/202006/01/2020

A bargaining unit member shadlprovided ahave the right to receivaper copy of a document not available in digital form at no dost bargaining unit faculty member.

A bargaining unit member may request inneedva time during regular business hours to inspect their employment personnel or academisionnel file, understanding that either file may exist, in part or in full, lety in digital format and undersding that immediate or instant access to either personnel file is not reaso able inspections shall be supervised by a staff member of the OHR or the Office of the Provast, the case may be, and the bargaining unit member may be accompanied by sociation (1) representative of their choice. When scheduling a time to inspective personnel file, the bargain member should alert the corresponding office as to whether the bargaini

^{*}OT-AAUP reserves the right to add to, modifyamend proposals during the course of negotiations.