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2 **Article \_\_\_\_: Personnel Files**

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4 ~~The University Oregon Tech~~ shall maintain official employment personnel and academic  
personnel files for the bargaining unit members<sup>6</sup>

\*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.