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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  
applicable laws. digital form: application; resume and/or CV; official transcripts ; initial offer letter; notice

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15 of appointment (annual); position descriptions records of appointment changes; change  
16 forms; documentation of salary rates and pay adjustments; letters of commendation; leaves,  
17 documented verbal and written coaching; non-disciplinary letters of counsel; disciplinary  
18 actions;, notices of non-renewal, retirement, or resignation; employment verification W-4;  
19 direct deposit information.

20 **19**

\*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 ~~a~~ 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 ~~an Association~~ one (1)  
47 representative of their 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 ~~an Association~~ one (1) representative so that adequate spacing can be  
52 arranged.

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54 **Section 4. Errors or Omissions.** The source of all material in both the employment and  
55 academic personnel files shall be identified, and no unauthorized or anonymous materials  
56 shall be contained in either personnel file. If a bargaining unit member believes that their  
57 employment or academic personnel file contains errors of fact or omissions, A a bargaining  
58 unit member may submit, to the OHR or Office of the Provost, whichever applies, for  
59 placement in either personnel file, a petition to review alleged errors of fact or omissions.  
60 ~~documentation rebutting or explaining any document contained therein.~~