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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 47 . .t11.37b Initial 508 for 48 76 C 59,97 and 12 per 0

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evaluations (“APE”); colleague evaluations, promotion

*Oregon Tech reserves the right to add to, modify, or amend proposals during the course of negotiations.

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42 A bargaining unit member may request in advance a time during regular business hours to
43 inspect their employment personnel or academic personnel file, understanding that either
44 file may exist, in part or in full, solely in digital format and understanding that immediate
45 or instant access to ~~a~~ either personnel file is not reasonable. Such inspections shall be
46 supervised by a staff member of the OHR or the Office of the Provost, as the case may be,
47 and the bargaining unit member may be accompanied by ~~an Association~~ one (1)
48 representative of their choice.

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50 When scheduling a time to inspect either personnel file, the bargaining unit member should
51 alert the corresponding office as to whether the bargaining unit member will be
52 accompanied by ~~an Association~~ one (1) representative so that adequate spacing can be
53 arranged.

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