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

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

Section 4. Errors or Omissions. The source of material in both the employment and academic personnel files shall be identified and unauthorized or anonymous materials shall be contained in either personnel file. If a bargaining unit member believes that their employment or academic personnel file contains errors of fact or omissions, the member may submit a written petition to remove or correct the errors of fact or omissions to the OHR or Office of the Provost, whichever applies, to be placed in the file.. If material is being added to a faculty's academic or personnel file, the responsible office shall notify the member of the added material (e.g., a cover letter noted on the material added or email satisfies this requirement).

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