



UNIVERSITY OF OREGON

October 31, 2014

MEMORANDUM

TO: Supervisors of Classified Staff

FROM: Bill Brady, Sr. Director of Employee and Labor Relations 

SUBJECT: SUPERVISOR OBLIGATIONS REGARDING NOTIFICATION OF SUPERVISORY FILES

If you maintain a supervisory file for the classified employees who report to you, you are obligated to let them know that you are keeping such a file. Article 16, Section 2(A) of the SEIU collective bargaining agreement states: "Supervisors may keep records and/or anecdotal notes on subordinate employees. Employees shall be notified if a supervisory file is being kept."

Supervisory files may include both positive and negative information about employees, such as commendations, training records, certificates and licenses, notes on attendance, reports of specific incidents, and so forth. Regardless of the content, supervisors must notify employees of the files' existence. Employees may review their supervisory file with reasonable notice to the supervisor. It is not appropriate to keep medical information in supervisory files.

Here is sample language for such notification: "As required under the SEIU collective bargaining agreement Article 16, Section 2, I am hereby notifying you that I maintain a supervisory on you."

The full text of this section on supervisory files follows:

(A) Supervisors may keep records and/or anecdotal notes on subordinate employees. Employees shall be notified if a supervisory file is being kept. Supervisory files will be maintained under conditions that ensure the integrity and safekeeping of the files.

(B) The employee may inspect the supervisory file upon reasonable notice to the supervisor. Upon employee request, a copy of the records and anecdotal notes within the file will be provided.

(C) At the employee's request, rebuttal documents will be placed in the supervisory file.

(D) If the employee severs his/her employment with the university, the supervisory file will be expunged. If the employee promotes, transfers or demotes within the university, the supervisory file will be retained in the former department for a period of up to one (1) year from the effective date of such action, at which time the file will be expunged.

Please contact me if you have questions at wbrady@uoregon.edu

HUMAN RESOURCES

677 East 12th Avenue, 5210 University of Oregon, Eugene OR 97403-5210

T 541-346-3159 F 541-346-2548 <http://hr.uoregon.edu>