

1 **ARTICLE 8. PERSONNEL FILES**

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3 The purpose of this Article is to specify the means of implementation of ORS 351.065.

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5 **Section 1.** The University’s maintenance of bargaining unit faculty members’ personnel
6 files and personnel records and a bargaining unit faculty member’s access to those files
7 and records shall be in accordance with established university policy.

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9 **Section 2.** A bargaining unit faculty member shall have the right to inspect each of his or
10 her three evaluative files upon reasonable request during normal operating hours and may
11 be accompanied at the location of the file by a representative of his or her own choice.

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13 A bargaining unit faculty member shall have the right to receive a copy of each of his or
14 her three evaluative files within ten days of a reasonable request at no cost to the
15 bargaining unit faculty member.

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17 Access to personnel files as described in this section are subject to the limitations of
18 applicable state and federal laws.

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20 **Section 3.** A bargaining unit faculty member shall have the right to inspect of each of his
21 or her personnel records, including records kept by Affirmative Action, upon reasonable
22 request during normal operating hours and may be accompanied at the location of the
23 record by a representative of his or her own choice.

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25 A bargaining unit faculty member shall have the right to receive a copy of each of his or
26 her personnel records, including records kept by Affirmative Action, which has probable or
27 potential relevance to an active grievance. For requests pursuant to this provision, 2.5 hours
28 of the highest compensated chargeable staff time related to the production of these
29 documents will be waived. All records requests related to a single grievance will be
30 combined for purposes of the fee waiver.

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32 If requested records are not produced within 21 days, the active grievance shall be tolled
33 until the records are produced, although the grievant can end the tolling at any time and
34 proceed with the grievance. A bargaining unit faculty member shall have the right to
35 receive a copy of any investigation report used as a basis of discipline against the faculty
36 member at no cost.

37
38 Access to personnel records as described in this section are subject to the limitations of
39 applicable state and federal laws.

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41 **Section 4.** A bargaining unit faculty member is entitled to submit, for placement in
42 personnel files or records, evidence rebutting, correcting, amplifying, or explaining any
43 document contained therein.

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45 **Section 5.** If a bargaining unit faculty member should become aware that his or her
46 personnel file contains errors of fact or omission, the bargaining unit faculty member may
47 petition, in writing, the Provost or designee to remove or correct the information.