

ARTICLE 8. PERSONNEL FILES

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

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

Section 2. A bargaining unit faculty member shall have the right to inspect ~~and request a copy of~~ each of his or her three evaluative files upon reasonable request at any time during normal operating hours ~~upon reasonable request at no cost to the bargaining unit faculty member,~~ and may be accompanied at the location of the file by a representative of his or her own choice ~~at the location of the file.~~

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

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

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

~~A bargaining unit faculty member shall have the right to receive a copy of each of his or her personnel records, including records kept by Affirmative Action, within seven days of a reasonable request related to a grievance at no cost to the bargaining unit faculty member.~~

A bargaining unit faculty member shall have the right to receive a copy of any investigation report used as a basis of discipline against the faculty member at no cost. For other personnel records requests reasonably related to active grievances, the first 1.5 hours of chargeable staff time related to the production of documents will be waived.

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

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

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