

1 Oregon State University Proposal
2 August 15, 2019

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4 **PERSONNEL FILES RECORDS**

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6 **Section 1.** The Employer will comply with applicable law and university policy regarding bargaining unit
7 members' personnel files and records (academic personnel records and employment records), standards and
8 exemptions.

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10 **Section 2.** Bargaining unit members may review and/or receive a copy of their personnel files and records,
11 including findings from an investigated matter which results in discipline more severe than a written reprimand
12 files and records relating to discipline, as provided by law and policy within a reasonable time fourteen days and
13 at no cost to the employee.

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15 **Section 3.** Bargaining unit members may enter into their personnel files and records such comments,
16 explanations, or rebuttals as desired.

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18 **Section 4.** If a bargaining unit member becomes aware that any of their personnel files or records contain errors
19 of fact or omission, they may petition the Provost, or their designee, in writing to remove or correct the
20 information.