

UA partial proposal 1 Presented 8/30/21 ~~rejected language from UNAC~~

UNAC Counterproposal 1 Presented 9/13/21 ~~rejected language from UA~~

UA Counterproposal 1 Presented 9/20/21 ~~rejected language from UNAC~~

UNAC Counterproposal 2 Presented 10/4/21

UA Counterproposal 2 Presented 10/18/21

UNAC Counterproposal 3 Presented 10/19/21

Proposed language in either font color highlighted in gray have not been rejected or changed by the other team in counter proposals.

ARTICLE 12

Personnel Files

- 12.1 The ~~UA Administration~~ University maintains ~~three (3)~~ **three** official personnel files for each ~~UNAC bargaining unit~~ member, which consist of an "employment record file," an "academic record file" and, when required by law, a confidential "medical record file." The employment record file shall be maintained by the human resources office of the MAU of the primary assignment. The academic record file of the ~~UNAC bargaining unit~~ member shall be maintained by the office of the relevant dean/director or the academic affairs office on the ~~UNAC bargaining unit~~ member's campus of their primary assignment. The medical record file shall be maintained by the human resources office of the MAU of the primary assignment, separate from other official personnel files.
- 12.2 Other files, in addition to the ~~three (3)~~ **three** official personnel files, containing information regarding ~~UNAC bargaining unit~~ members may exist. However, information in such files may not be kept for longer than one year, or contain information not in the official personnel files which is more than one year old. The ~~UA Administration~~ University shall not take action with respect to a ~~UNAC bargaining unit~~ member based upon information that is not contained in the official personnel files.
- 12.3 ~~UNAC Bargaining unit~~ members shall have the right to examine the official personnel files at any time during normal business hours and shall have the right to receive a copy of the official personnel files upon submission of advance written request to the human resources office of the MAU of the primary assignment or the location where the academic record resides. ~~UNAC Bargaining unit~~ members may place in these files a response to adverse information contained therein.
- 12.4 A United Academics representative, having written authorization from the ~~UNAC bargaining unit~~ member concerned, and subject to the ~~UA Administration~~ University's duty to provide for security of the records, may examine and request a copy of the official personnel files of that ~~UNAC bargaining unit~~ member. Authorized University personnel or representatives of appropriate governmental agencies may examine official personnel files or may request a copy for routine administrative activity without notification, except

as provided for in Article 12.8. Other persons may have access to the official personnel files only as provided by law, with notification to the UNAC bargaining unit member.

12.5 When a reprimand, disciplinary action, or delinquency in job performance is reduced to writing by a supervisor, the findings and decisions of the supervisor shall be filed, in writing, in the UNAC bargaining unit member's academic record file, and a copy thereof simultaneously given to the UNAC bargaining unit member and to United Academics. No such material may be placed in a UNAC bargaining unit member's academic record file without an original signature of the dean/director, or designee, and the UNAC bargaining unit member. The UNAC bargaining unit member shall sign such material to signify receipt and notification of such action. Such signature shall not be construed as agreement or disagreement with material contents. ~~Material on disciplinary reprimands shall be removed after two years except for specific formal disciplinary action for sexual harassment, physical assault, discrimination, theft, fraud, scientific misconduct, or substance abuse. Material on disciplinary suspensions and terminations shall be retained in the file.~~ (UA deleted in partial Proposal 8/30/21)

Material on disciplinary reprimands shall be removed after two (2) years except for specific formal disciplinary action for sexual harassment, physical assault, discrimination, theft, fraud, scientific misconduct, or substance abuse. Material on disciplinary suspensions and terminations shall be retained in the file. (UNAC Proposal 9/13/21)

~~Material on disciplinary reprimands shall be removed after two (2) years except for specific formal disciplinary action for sexual harassment, physical assault, discrimination, theft, fraud, scientific misconduct, or substance abuse. Material on disciplinary suspensions and terminations shall be retained in the file.~~ (UA deleted in Proposal 9/20/21)

Material on disciplinary reprimands shall be removed after two (2) years except for specific formal disciplinary action for sexual harassment, physical assault, discrimination, theft, fraud, scientific misconduct, or substance abuse. Material on disciplinary suspensions and terminations shall be retained in the file. (UNAC Counterproposal 10/4/21)

Upon written request to the human resources office a bargaining unit member may request any disciplinary reprimand be removed from their personnel file after two years. Such decisions are the sole discretion of the University. If the University denies the request the reason for the denial will be provided to the bargaining unit member in writing. Under no circumstances will ~~Specific formal disciplinary action for sexual harassment, physical assault, discrimination, theft, fraud, scientific misconduct, or substance abuse and material on disciplinary suspensions and terminations shall be retained~~ removed in from the file. ~~Material on disciplinary reprimands shall be removed after two (2) years except for specific formal disciplinary action for sexual harassment, physical assault, discrimination, theft, fraud, scientific misconduct, or substance abuse. Material on disciplinary suspensions and terminations shall be retained in the file.~~ (UA Counterproposal 2, 10/18/21)

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12.6 The employment record file may contain the following:

- a. Information relating to the **UNAC bargaining unit** member's original hire, such as application, job evaluation form or current job description, curriculum vitae, transcripts, and hire documents, including benefit enrollment forms.
- b. Correspondence relating to the individual's employment.
- c. Documents showing the history of the **UNAC bargaining unit** member's work assignments and compensation, including workers' compensation payment documents and letter(s) of appointment.
- d. Other documents related to the **UNAC bargaining unit** member's employment status at the University.
- e. **UNAC Bargaining unit** member responses to the above, if any.

12.7 The academic record file may contain the following:

- a. Commendations, awards, honors, current curriculum vitae, official reprimands, including notices of unsatisfactory performance, disciplinary action, and appropriate material relating to the **bargaining unit** member's job performance.
- b. Correspondence relating to the individual's employment.
- c. Final grievance awards relating to the **UNAC bargaining unit** member's job performance or discipline.
- d. University authorized performance, peer, and student evaluations.
- e. Written documentation of faculty workload and evaluations relating to promotion,

- retention, tenure, and contractual obligations.
- f. Summaries of submitted proposals, notices of awarded grants and contracts, and summaries of donations or gifts received.
 - g. Other documents relevant to the UNAC bargaining unit member's academic record at the University.
 - h. All documents included in the promotion and/or tenure file.
 - i. UNAC Bargaining unit member responses to the above, if any.

12.8 The medical records file shall contain all confidential medical information related to a UNAC bargaining unit member's employment. Access to and use of information contained in the file shall only be as provided by applicable law. Authorized University personnel may examine or copy this file for routine administrative purposes without notification to the UNAC bargaining unit member. If a representative of an appropriate government agency requests access to the medical record file of one or more named individuals, the ~~UA Administration~~ University shall notify those individuals within ten (10) working days. Other persons may have access to the medical record file only as provided by law, with notification to the UNAC bargaining unit member.

12.9 The ~~UA Administration~~ University shall not include material in the UNAC bargaining unit member's official personnel files unless the source is identified and the material contains the date on which the material was placed in the file.

12.10 No items may be removed from the UNAC bargaining unit member's official personnel files without the expressed written authorization of the UNAC bargaining unit member, except for brief inspection or copying.

UNAC Proposed Clean Copy of 10/19/21

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- 12.2 Other files, in addition to the three (3) official personnel files, containing information regarding bargaining unit members may exist. However, information in such files may not be kept for longer than one year, or contain information not in the official personnel files which is more than one year old. The University shall not take action with respect to a bargaining unit member based upon information that is not contained in the official personnel files.
- 12.3 Bargaining unit members shall have the right to examine the official personnel files at any time during normal business hours and shall have the right to receive a copy of the official personnel files upon submission of advance written request to the human resources office of the MAU of the primary assignment or the location where the academic record resides. Bargaining unit members may place in these files a response to adverse information contained therein.
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 - b. Correspondence relating to the individual's employment.
 - c. Documents showing the history of the bargaining unit member's work assignments and compensation, including workers' compensation payment documents and letter(s) of

appointment.

d. Other documents related to the bargaining unit member's employment status at the University.

e. Bargaining unit member responses to the above, if any.

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a. Commendations, awards, honors, current curriculum vitae, official reprimands, including notices of unsatisfactory performance, disciplinary action, and appropriate material relating to the bargaining unit member's job performance.

b. Correspondence relating to the individual's employment.

c. Final grievance awards relating to the bargaining unit member's job performance or discipline.

d. University authorized performance, peer, and student evaluations.

e. Written documentation of faculty workload and evaluations relating to promotion, retention, tenure, and contractual obligations.

f. Summaries of submitted proposals, notices of awarded grants and contracts, and summaries of donations or gifts received.

g. Other documents relevant to the bargaining unit member's academic record at the University.

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