

ARTICLE ____

EMPLOYMENT FILES

Section 1. "Employment file" shall be defined as documents maintained by the University reflecting an individual's appointment as a Postdoc, revision or termination of such appointment, job-related evaluations and discipline, and pay and benefits related to such appointment.

Section 2. Grievances filed by a Postdoc and records concerning the processing and resolution of the grievance, including any arbitration concerning it, shall not be considered part of the employment file.

Section 3. The University shall, within ten (10) working days after receipt of a written request from a Postdoc, permit them, who may be accompanied by a Union representative if the written authorization by the individual so provides, to inspect their employment file. Such inspection shall take place during regular business hours at a location designated by the University. The Postdoc may not remove the employment file from the designated premises. The University may require that inspection take place in the presence of a designated individual.

Section 4. If upon inspection of the employment file a Postdoc disagrees with any of the information contained in such file, removal or correction of such information may be agreed upon by such individual and the University. If such individual and the University cannot agree upon such removal or correction, then the individual may submit a written statement explaining their position. Such statement shall be maintained as part of the employment file and shall accompany any transmittal or disclosure of such file to a third party.

Section 5. Within a reasonable time after receipt of a written request from a Postdoc, the University will provide them, or the Union if the individual has authorized the Union to receive it, with a copy of all or part of the individual's employment file, provided such request reasonably identifies the materials to be copied. The University may charge a fee for such copying reasonably related to the cost of supplying the requested documents.

