

This is part of a package proposal. UAW reserves the right to withdraw this package proposal at any time, at its sole discretion and without penalty. If this package proposal is not accepted as written in its entirety and without modification as described below, this proposal will be declared to be void and non-existent and the Union will return to bargaining from its language proposed prior to this package proposal.

Article XX – Personnel Files

A. GENERAL CONDITIONS

A personnel file is the repository of information (including reports, documents, correspondence, and other materials pertaining to an Academic Researcher's Postdoctoral Scholar's appointment with the University.

1. Access to Personnel Files – The University shall identify the location(s) where an Academic Researcher Postdoctoral Scholar or their her/his designated representative, may obtain access to the Academic Researcher's Postdoctoral Scholar personnel file(s). The University shall designate a contact who will identify the location and process for accessing the file.
2. Information in the Files
 - a. An Academic Researcher's Postdoctoral Scholar's personnel file(s) contain information related to the individual's appointment at the University, such as: the Academic Researcher's Postdoctoral Scholar's proof of degree or transcript, Curriculum Vitae, UC's Appointment and Reappointment notices, information about the Academic Researcher's Postdoctoral Scholar's pay and benefits, record of training, written annual reviews, discipline, and dismissal actions, and other relevant or necessary information specified by the University.
 - b. Copies of letters of disciplinary action, along with copies of proofs of service that accompany the letters, upon being provided to an Academic Researcher Postdoctoral Scholar, shall be placed in the Academic Researcher's Postdoctoral Scholar's personnel file(s). The Academic Researcher's Postdoctoral Scholar's written comments, if any, regarding such letters shall be placed in their his-or-her personnel file(s).
 - c. Upon the Academic Researcher's Postdoctoral Scholar's written request, counseling memoranda and/or written records of discussions will be removed from the Academic Researcher's Postdoctoral Scholar's

- personnel file if there have been no other such memoranda relating to, or disciplinary action on, the same or similar issue(s) for a two-year period.
- d. Items placed in an Academic Researcher's Postdoctoral Scholar's personnel file(s) shall contain the date of the document's creation, and its source, and may contain the date on which the information was placed in the file.
 - e. The Academic Researcher Postdoctoral Scholar has the right to request that errors of fact in personnel records be corrected, and to make additions to personnel records.

B. ACADEMIC RESEARCHER POSTDOCTORAL SCHOLAR AND/OR REPRESENTATIVE REVIEW OF PERSONNEL FILE(S)

An Academic Researcher Postdoctoral Scholar shall, upon written request to the University, have the opportunity to review their ~~his or her~~ personnel file(s) in the presence of a representative of the University, within five (5) working days after the University received the request.

1. An Academic Researcher Postdoctoral Scholar shall be granted a reasonable amount of time in without-loss-of-straight-time pay status to review his or her personnel file(s). When granting such requests, the immediate supervisor shall take into account the frequency of such requests and the amount of time the Academic Researcher Postdoctoral Scholar is or will be engaged in such activity and the impact on operational requirements.
2. An individual of the Academic Researcher's Postdoctoral Scholar's choice may accompany the Academic Researcher Postdoctoral Scholar when the Academic Researcher Postdoctoral Scholar is reviewing their ~~his or her~~ personnel file(s).
3. Alternatively, an individual Academic Researcher Postdoctoral Scholar may authorize a designated representative to review the Academic Researcher's Postdoctoral Scholar's personnel file(s) on the Academic Researcher's Postdoctoral Scholar's behalf. Such written authorization shall be valid for the period designated by the individual but not to exceed the duration of the Academic Researcher's Postdoctoral Scholar's appointment, or if no time period is designated, for a period of one (1) year from the date of the signature of the authorization. The designated representative shall present

the signed and dated authorization when requesting access to a Postdoctoral Scholar's personnel file.

C. GRIEVANCE-RELATED FILES

Records involving the processing of an Academic Researcher's Postdoctoral Scholar's grievance, such as the grievance form, step appeals/responses, and settlement documents, will be kept in a file separate from the Academic Researcher's Postdoctoral Scholars' personnel file.

D. DUPLICATION COSTS

Academic Researchers Postdoctoral Scholars and/or their representatives shall receive, without cost, a first copy of documents, or extracts thereof, that are located in his or her personnel file. However, Academic Researchers Postdoctoral Scholars and/or their representatives may be charged ten cents (10¢) per page for additional copies of documents in the Academic Researcher's Postdoctoral Scholar's personnel file.